



## Certifying Official – Application Checklist

HAVE YOU COMPLETED THE FOLLOWING ACTIONS???	Yes	No
Included copies of 2 forms of ID. <b>A valid State ID or Driver’s License ID is mandatory as one of the 2 forms of ID.</b> (INS documents are required for those not born in U.S.)		
Make sure that the applicant has <b>completed Section 1</b> of the application.		
Ensure that a <b>criminal disclosure sheet</b> is included if ‘yes’ is checked on page 1		
Complete the ‘ <b>Company Information</b> ’ section on page 1		
Did the applicant complete and sign the bottom page 1 ?		
Did the applicant review the list of disqualifying crimes on page 2 and sign page 2 as acknowledgment?		
<b>The Certifying Official Information on pg 4</b> (the back page of the application)		
Remember to make copies of the application and IDs for your records ( <b>applicant will complete pg 3 in YOUR COPY of the application</b> )		
Remind the applicant to complete and sign <b>page 3</b> of the original application in the Access Control Office on their scheduled fingerprint appointment date?		
Schedule the applicant for fingerprinting Online at: <b><a href="https://booknow.appointment-plus.com/yr3kkb2m/">https://booknow.appointment-plus.com/yr3kkb2m/</a></b>		