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| **NAME** | | | | | | | **POSITION** | | | | |
| **1. Documents Verified** | | | | | | | | | | | |
| **type of document** | | | **Date** | **By** | | **type of document** | | | | **Date** | **By** |
| **Birth Date** | | |  |  | | **Marriage Dissolution(s)** | | | |  |  |
| **Citizenship Requirement** | | |  |  | | **Local Court Records** | | | |  |  |
| **Educational Requirement** | | |  |  | | **National Decertification Index (NDI)** | | | |  |  |
| **Selective Svc Registration/Military Discharge** | | |  |  | |  | | | |  |  |
| **Driver License** | | |  |  | |  | | | |  |  |
| **2. Reference Checks Completed** | | | | | | | | | | | |
| **type of contact** | **Date** | | | **BY** | | **type of contact** | | **Date** | | | **By** |
| Personal Contact | LETTER  mailed | REPLY RECEIVED | Personal Contact | LETTER  mailed | REPLY RECEIVED |
| **Relatives and References** | | | | | | **Employers, Supervisors, and Co-workers** | | | | | |
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| **Neighbors and Landlords** | | | | | | **Secondary References** | | | | | |
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| **NAME** | | | | | | | | **POSITION** | | | | |
| **3. Record Checks Completed** | | | | | | | | | | | | |
| **type of inquiry** | **Date** | | | | **By** | | **type of inquiry** | | **Date** | | **By** | |
| LETTER  mailed | REPLY RECEIVED | | | LETTER  mailed | REPLY RECEIVED |
| **Educational Documents** | | | | | | | **Legal Records** | | | | | |
|  |  |  | | | |  | **FBI Record (fingerprint)** | |  |  | |  |
|  |  |  | | | |  | **NCIC/ILETS Record** | |  |  | |  |
|  |  |  | | | |  | **Firearms Clearance Letter** | |  |  | |  |
| **Credit Records** | | | | | | | **Local Court Records** | |  |  | |  |
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|  |  |  | | |  | | **Local LE Agency Checks:** | |  |  | |  |
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| **Military Records** | | | | | | |  | |  |  | |  |
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| **DMV Records** | | | | | | |  | |  |  | |  |
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|  |  |  |  | | | | **Social Media/Internet** | |  |  | |  |
| **4. Examinations Completed** | | | | | | | | | | | | |
| **type of screening** | | **Date** | **By** | | | | **other** | | | **Date** | | **By** |
| **Medical Screening Completed** | |  |  | | | |  | | |  | |  |
| **Truth Verification Completed (if conducted)** | |  |  | | | |  | | |  | |  |
| **Psychological Screening Completed if indicated)** | |  |  | | | |  | | |  | |  |
| **5. Additional Actions Completed** | | | | | | | | | | | | |
| **type of action** | | **Date** | | **By** | | | **comments** | | | | | |
| **Applicant Orientation and Questionnaire  Review** *(Optional)* | |  | |  | | |  | | | | | |
| **Applicant Discrepancy Interview, if any** (*Optional)* | |  | |  | | |  | | | | | |
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| **Narrative Investigation Report Completed** | |  | |  | | |  | | | | | |