## Annex C: Investigator Activity Log

Used with BI Checklist

NAME POSITION										
1. Documents Verified										
TYPE OF DOCUMENT			DATE	BY	TYPE OF DOCUME	DATE	BY			
Birth Date				Marriage Dissolution(s)						
Citizenship Requirement					Local Court Records					
Educational Requirement					National Decertification Inde					
Selective Svc Registration/Military Discharge										
Driver License										
2. Reference Checks Cor	npleted									
TYPE OF CONTACT	DATE		1				DATE	1		
	Personal Contact	LETTER mailed	REPLY RECEIVED	ВҮ	TYPE OF CONTACT	Personal Contact	LETTER mailed	REPLY RECEIVED	BY	
Relatives and References					Employers, Supervisors, and Co-workers					
Neighbors and Landlords					Secondary References					

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NAME				POSITION				
2 Decord Checks Completed								
3. Record Checks Completed					DA	DATE		
TYPE OF INQUIRY	LETTER mailed	REPLY RECEIVED BY		TYPE OF INQUIRY	LETTER mailed	REPLY RECEIVED	ву	
Educational Documents	manod	THEOLITED .		Legal Records	manod			
				FBI Record (fingerprint)				
				NCIC/ILETS Record				
				Firearms Clearance Letter				
Credit Records				Local Court Records				
				Local LE Agency Checks:				
Military Records								
DMV Records								
				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 Complete	d							
TYPE OF ACTION	DATE	BY	COMMENTS					
Applicant Orientation and Questionnair Review (Optional)								
Applicant Discrepancy Interview, if any (Optional)								
Narrative Investigation Report Compl	eted							

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