



# Annex C: Investigator Activity Log

Used with BI Checklist

<b>NAME</b>	<b>POSITION</b>
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3. Record Checks Completed							
TYPE OF INQUIRY	DATE		BY	TYPE OF INQUIRY	DATE		BY
	LETTER mailed	REPLY RECEIVED			LETTER mailed	REPLY RECEIVED	
<b>Educational Documents</b>				<b>Legal Records</b>			
				FBI Record (fingerprint)			
				NCIC/ILETS Record			
				Firearms Clearance Letter			
<b>Credit Records</b>				Local Court Records			
				Local LE Agency Checks:			
<b>Military Records</b>							
<b>DMV Records</b>							
				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)			
Narrative Investigation Report Completed			

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