Record Review Packet Checklist

Please review and check the boxes below to ensure that you have included everything needed to process your request.

☐ Include a completed fingerprint card. A completed fingerprint card includes the following:

☐ 1. Name
☐ 2. Residence
☐ 3. Signature
☐ 4. Social Security Number
☐ 5. Descriptive Data (height, weight, eye color, etc)
☐ 6. Date of Birth
☐ 7. Place of Birth
☐ 8. All 10 rolled fingerprint impressions
☐ 9. The plain impressions, including thumbs of both hands
☐ 10. The name of the law enforcement agency and the badge or serial number of the official taking the fingerprints.

☐ Include your completed Record Review Contact Information Sheet in case we need to contact you.