

Did You Remember To.....?

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

Include a **completed** application form.

Sign your application. *Note: If the request is for a couple, family, etc., all must sign the application.*

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

1. Name
2. Date of Birth
3. Descriptive Data
4. All 10 rolled fingerprint impressions.
5. The plain impressions, including thumbs of both hands.
6. Current fingerprint card—no older than 18 months.

Include a cashier's check*, money order, or credit card payment for **\$18.00** per request.

*Note: This amount must be **exact**.*

If paying by cashier's check or money order, make it payable to the Treasury of the United States.

If using a credit card, please ensure our credit card form is filled out completely.

You must include the expiration date of the credit card that you are using.

NOTE: Cash or Personal/Business Checks are Not an Accepted Form of Payment.

Include your contact information (for example, e-mail address, and telephone number) in case we need to contact you.

* A cashier's check is drawn by a bank on its own funds and signed by the bank's cashier.