

Did You Remember To...?

Please 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 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.
- Include a credit card payment form, certified check*, or money order for **\$18.00** per request.
Note: This amount must be exact.
- If using a credit card, please ensure the credit card payment form is filled out completely.
Don't forget to include the expiration date of the credit card that you are using.
- If paying with a certified check or money order, make it payable to the **Treasury of the United States**.

**CASH OR PERSONAL/BUSINESS CHECKS
ARE NOT AN ACCEPTED FORM OF PAYMENT.**

- Include a form of contact information (i.e., e-mail, telephone number) in case we need to contact you.**

**To issue a certified check, the bank verifies that sufficient funds exist in the requestor's account to cover the check and so certifies payment at the time the check is written. Those funds are then set aside in the bank's internal account until the check is cashed or returned to the payee.*