

## **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.