



NON-MEMBER FILES CHECKLIST

****REQUIRED FOR ALL PERSONNEL LISTED IN SECTION 1 OF YOUR BUDGET****

- ☐ 1. Non-Member File Checklist
- ☐ 2. Photo ID
- ☐ 3. Position Description
- ☐ 4. Media Consent Form
- ☐ 5. Criminal History Authorization Form*
- ☐ 6. National Sex Offender Public Website (NSOPW) report
- ☐ 7. FBI Background check report
- ☐ 8. State of Illinois Background Check Report
- ☐ 9. Additional State Background Check report – if required
- ☐ 10. Notation is required if ANY results come back on state or FBI background checks