



Name: _____



NON - Member Files Checklist

**** FILES SHOULD FOLLOW THIS ORDER****

*****REQUIRED FOR ALL NON MEMBERS 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. Decision Tree/Memo – required if ANY results come back on state or FBI background check

* - available online