



### 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