



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