



## Certifying Official – Application Checklist

HAVE YOU COMPLETED THE FOLLOWING ACTIONS???	Yes	No
Included copies of 2 forms of ID. <b>A valid State ID or Driver’s License ID is mandatory as one of the 2 forms of ID.</b> (INS documents are required for those not born in U.S.)		
Verified that the applicant has completed Section I of the application accurately		
Confirmed that a criminal disclosure sheet is included if ‘yes’ is checked on page 1		
Completed the ‘Company Information’ section on page 1		
Did the applicant sign page 1		
Has the applicant reviewed the list of disqualifying criminal offenses on page 2 and signed page 2 in acknowledgement		
Completed the Certifying Official Information on pg 4 (the back page of the application)		
Remember to make copies of the application and IDs for your records ( <b>applicant will complete pg 3 in YOUR COPY of the application</b> ) and return the original to the Access Control Office		
Remind the applicant to complete and sign page 3 of the original application in the Access Control Office at time of scheduled fingerprint		
Scheduled your appointment for fingerprinting at: <b>badgingoffice@flyjacksonville.com</b>		