

Candidate's Name (LAST NAME, FIRST NAME): \_\_\_\_\_ Batch # \_\_\_\_\_

Place a check in either box. Every item must be addressed with a YES or NO. If not applicable, write NA.

YES	NO	REQUIRED DOCUMENTS
		<b>SOCIAL SECURITY CARD (COPY)</b> Ensure you have SIGNED the card before making a copy.
		<b>U.S. BIRTH CERTIFICATE (ORIGINAL OR CERTIFIED ONLY)</b> Copies WILL NOT BE ACCEPTED. If you do not have the original, you must obtain a certified copy. For Chicago and surrounding suburbs follow this link for more information: <a href="https://www.cookcountyclerk.com/service/birth-certificates">https://www.cookcountyclerk.com/service/birth-certificates</a> . <b>Please keep in mind whichever you submit, certified or original will NOT be returned to you.</b> OR <b>CERTIFICATE OF NATURALIZATION (COPY)</b> If you are a naturalized citizen, ensure you have signed this document before making a copy.
		<b>RESIDENT ALIENS: GREEN CARD (COPY)</b> <i>If Applicable</i>
		<b>VALID DRIVER'S LICENSE (COPY)</b> Ensure that this document is current and not expired.
		<b>DRIVING RECORD ABSTRACT (COURT PURPOSE)</b> You MUST obtain this at your state Driving services Facility and <b>have it ready at the time of your Interview.</b> For Illinois follow this link for more information: <a href="http://www.cyberdriveillinois.com/departments/drivers/drivers_license/purchaseabstract.html">http://www.cyberdriveillinois.com/departments/drivers/drivers_license/purchaseabstract.html</a>
		<b>STATE VEHICLE REGISTRATION(S) (COPY)</b> Provide for all vehicles owned and/or driven. Ensure that all documents are current and not expired.
		<b>VEHICLE REGISTRATION STICKER (CITY STICKER) (REGISTRATION COPY)</b> This applies to both city of Chicago or suburban residents, for all vehicles. City Sticker registration must be valid. Only a photocopy of registration is acceptable. Photo of actual sticker is not acceptable. For City of Chicago residents, a receipt of your vehicle registration sticker can be found here: <a href="http://www.chicityclerk.com">http://www.chicityclerk.com</a>
		<b>AUTO INSURANCE COVERAGE (COPY)</b> For all vehicles owned. Ensure that this document is current and not expired.
		<b>PROOF OF RESIDENCY DOCUMENTS (COPY)</b> Must provide 3 types of documents with current address. This can include but is not limited to: Phone bills, utility bills, insurance card, credit card statements, payroll stub, etc.
		<b>DIVORCE DECREES/LAWSUITS/BANKRUPTCY/LABOR/HEARINGS (COPY)</b> <i>If Applicable</i>
		<b>SELECTIVE SERVICE REGISTRATION CARD (COPY)</b> For selective service registration visit: <a href="https://www.sss.gov/Home/Verification">https://www.sss.gov/Home/Verification</a>
		<b>MILITARY DOCUMENTS DD-214 (COPY)</b> <i>If Applicable</i> – If you are currently in the Military Reserves/National Guard, include current copy of LES.
		<b>FIREARM OWNER'S IDENTIFICATION - FOID (COPY)</b> If recently applied and have not yet received your card, you must provide a copy of your application receipt: <a href="https://www.ispfsb.com/public/foid.aspx">https://www.ispfsb.com/public/foid.aspx</a>
		<b>RENTAL LEASE AGREEMENT OR MORTGAGE STATEMENT (COPY)</b> If you live with your parents, indicate in the housing section of the attached form and include if you pay rent.
		<b>STUDENT LOAN/PERSONAL LOAN/ AUTO LOAN STATEMENT (COPY)</b> Must include statements from all outstanding loans.
		<b>CREDIT CARD STATEMENTS (COPY)</b> If you have credit cards, provide the most recent statements of cards with balances.
		<b>RECENT PAY STUB (COPY)</b> <i>If Applicable</i>

**The Candidate must initial to indicate an understanding of the following:**

- \_\_\_\_\_ Any missing (Original) documents, such as a Birth Certificate, will be submitted to KENTECH via certified mail or dropped off in person during office hours within 48hrs of interview. The **Tracking #** will be emailed to [CPD@Ekentech.com](mailto:CPD@Ekentech.com).
- \_\_\_\_\_ Any missing (Copy) of documents can be emailed to KENTECH at [CPD@Ekentech.com](mailto:CPD@Ekentech.com) within 48hrs of the interview.
- \_\_\_\_\_ If I cannot submit the documents to Kentech within 48 hours, I will contact them immediately to discuss my options. It is my responsibility to ensure Kentech and CPD receive all of my missing documents as soon as possible.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**ADDITIONAL DOCUMENTS INCLUDED AT THE TIME OF THE INTERVIEW:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**MISSING DOCUMENTS:**

List required documents missing at the time of the interview. State the reason for not having the document ready for the interview. (You have 48 hours to submit any documents missing after the interview)

*Keep in mind that you have a limited window to get these documents in before your report is submitted to CPD.*

Missing Document:	Reason:

**Reminder:** Any original document that must be submitted after the interview should be certified mailed and the tracking number sent to [CPD@Ekentech.com](mailto:CPD@Ekentech.com).

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**VEHICLE INFORMATION ON ALL VEHICLES YOU OWN OR DRIVE:**

If you don't own the vehicle, list the ones you drive. If you own or drive more than one vehicle, have the additional vehicle information available.

Vehicle Year-Make-Model: \_\_\_\_\_

State License plate # and expiration date: \_\_\_\_\_

Auto insurance payments for six (6) months: \$ \_\_\_\_\_

Auto loan finance company: \_\_\_\_\_

Amount owed \$ monthly payment: \$ \_\_\_\_\_

**OTHER EXPENSES:**

Please provide appropriate documentation:

- For Housing expenses, please provide a copy of the mortgage statement or lease.
- For student loans, please provide copies of the statements.
- For salary please provide pay stubs; For credit cards, please provide statements.

**Housing:**

Monthly rent or mortgage: \$ \_\_\_\_\_

Mortgage lender name & address: \_\_\_\_\_

If you rent, Landlord name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

If you live at home with parents, indicate amount paid toward household expenses: \_\_\_\_\_

**Student Loans (include all loans):**

Company(s) Name: \_\_\_\_\_

Amount Owed: \$ \_\_\_\_\_

Monthly Payments: \$ \_\_\_\_\_

Deferred? Y/N

Company(s) name: \_\_\_\_\_

Amount Owed: \$ \_\_\_\_\_

Monthly Payments: \$ \_\_\_\_\_

Deferred? Y/N

**Salary:**

Net (after taxes) annual Salary: \$ \_\_\_\_\_

Spouse's net annual salary: \$ \_\_\_\_\_

Spouse's employer: \_\_\_\_\_

Spouse's position: \_\_\_\_\_

**Credit:**

(Include **all** credit cards, including open credit with \$0 balance or in collections. Add additional sheet if needed)

Credit Company: \_\_\_\_\_ Credit Company: \_\_\_\_\_

Current Balance: \$ \_\_\_\_\_ Current Balance: \$ \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Credit Company: \_\_\_\_\_ Credit Company: \_\_\_\_\_

Current Balance: \$ \_\_\_\_\_ Current Balance: \$ \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

**Collections:**

Credit Company: \_\_\_\_\_ Credit Company: \_\_\_\_\_

Original Debtor: \_\_\_\_\_ Original Debtor: \_\_\_\_\_

Balance: \$ \_\_\_\_\_ Balance: \$ \_\_\_\_\_

**Bankruptcies:**

Case Number: \_\_\_\_\_

Creditors/Amounts: \_\_\_\_\_

\_\_\_\_\_

Reason for Bankruptcy: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_