



## Application Instructions

1. Please use a **ball point pen**, **press firmly**, and **PRINT legibly**.
2. Position applied for.
3. Print your full name, including your MAIDEN name. DO NOT use initials if you have a given name.  
Print your date of birth. [dd/mm/yyyy]  
Print either: Male or Female.  
Print your race: Black, White, or Other.  
Print your Social Security Number.  
Print your place of birth: City or County, State and Country if not USA.  
Print your height.  
Print your weight.  
Print the color of your eyes: Do NOT abbreviate: Brown, Black, Gray, Blue, Green, or Hazel.  
Print the color of your hair: DO NOT abbreviate: Brown, Black, Gray, Red, Blonde, or Bald.  
Print your home address.  
Print your home telephone number.
4. The APPICANT section of the application must be completed. Applicants must read and sign the record check application.

### **DIRECTOR/MANAGER WILL COMPLETE THE FOLLOWING**

5. Print clearly and give complete mailing address.  
Indicate name of your facility as it appears on your permit application.  
Print the mailing address of your facility.  
Print the city/state/zip.  
Print the county.
6. Check the correct box for your type of Licensed Facility.
7. Director or Manager must sign his/her name as it would appear on a bank check or business letter.