

QUICK REFERENCE SHEET

5512/1 FORM (US BACKGROUND CHECKS)

PERSONAL INFORMATION

BLOCK #1 TO BLOCK #12, FILL OUT ALL PERSONAL INFORMATION.

- * ENTER FULL NAME (LAST, FIRST, MIDDLE NAME, SUFFIX)
- * RACE
- * GENDER (FEMALE, MALE)
- * FULL DATE OF BIRTH (DDMMYYYY)
- * WHERE YOU WERE BORN (CITY, STATE, BIRTH COUNTRY)
- * US CITIZEN (BORN IN THE UNITED STATES, YES OR NO)
- * DUAL CITIZEN (CITIZENSHIP IN TWO DIFFERENT COUNTRY IF APPLICABLE)

IDENTITY DOCUMENTS

BLOCK #13 TO BLOCK #18, FILL OUT YOUR US ID DOCUMENTATION IDENTIFICATION INFORMATION.

*FILL IN THE DOCUMENT NUMBER, WHERE IT WAS ISSUED, WHEN IT WAS ISSUED (DDMMYYYY), AND WHEN IT EXPIRES (DDMMYYYY).

PHYSICAL INFORMATION

BLOCK #19 TO BLOCK #22, FILL OUT YOUR PHYSICAL INFORMATION.

- *WEIGHT IN POUNDS
- *HEIGHT IN INCH
- *HAIR COLOR/EYE COLOR

EMPLOYEE HOME ADDRESS

BLOCK #23 AND BLOCK #25, ENTER YOUR CURRENT HOME ADDRESS AND PHONE NUMBER (CITY, STATE, ZIP CODE).

SPONSOR INFORMATION

BLOCK #24, PUT YOUR COMPANY/INDIVIDUAL NAME AND PHONE NUMBER. (EX: NEX, 6TH FLEET, ETC).

EMPLOYMENT ACTIVITY INFORMATION

BLOCK #26 TO BLOCK #27, FILL OUT CURRENT EMPLOYERS ADDRESS, PHONE NUMBER. CURRENT SUPERVISOR ADDRESS, PHONE NUMBER, AND BASE HOURS AND DAYS OF ACCESS.

FELONY CONVICTIONS

BLOCK #28, FILL IN YES OR NO IF YOU HAVE EVER COMMITTED A FELONY. FILL IN INITIALS (FIRST AND LAST NAME) OF THE GUEST.

AGREEMENT

BLOCK #29 FILL IN INITIALS (FIRST AND LAST NAME) OF THE GUEST.

AUTHORIZATION AND RELEASE AND CERTIFICATION

BLOCK #30, FILL IN WITH GUEST'S SIGNATURE AND DATE IF ALL THE INFORMATION IS TRUE AND CORRECT.