

A Top 5 Percent Fingerprinting LLC

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**TOP 5 PERCENT
FINGERPRINTING LLC**

FINGERPRINTING CHECK LIST (for UCIA)

Please mark the following checkboxes and mail this page with your materials.

Your Name: _____ Phone: _____ E-Mail: _____

PLEASE PRINT CLEARLY

Secondary Contact: _____ Phone: _____ E-Mail: _____

PLEASE PRINT CLEARLY

- Enclose the following items and mail to: A Top 5 Percent Fingerprinting LLC, 121 Springfield Avenue, Unit 110 Joliet, IL 60435
- "Your Contact Information" page and "Fingerprinting Check List" page.
- Please enclose a U.S Postal money order or Cashiers Check in the amount of **\$60.00 USD** made payable to A Top 5 Percent Fingerprinting LLC.
- One or two completed fingerprint cards in Black Ink or Digital.
We recommend sending two cards, in case one card has imperfections.
The fingerprint cards may be printed on regular copy paper
- Identity Verification Certifying Statement (OOS-FP) - ORIGINAL VERSION
Section 1 is completed by you Section 2 is completed by the agent taking your fingerprints Please leave the TCN FRM field blank. **We must receive the original version. Keep a COPY of the completed OOS-FP for yourself. We cannot return the version you send us. "You MUST have your own copy of the OOS-FP"**
(Upon receiving your fingerprint cards, we will scan them and our live scan system will generate a TCN number. We will e-mail this number to you.)
- A copy of your driver's license or State ID, or a copy of your U.S. or Foreign Passport.
- Your **e-mail address** and **telephone number** written in CAPITAL LETTERS next to your ID. **If there are any questions about your materials, we will use this information to contact you.**

MAILING ADDRESS

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