Compliance Readiness Checklist (Printable)

Use this checklist to prepare for regulated onboarding and screening requirements.

Identity & Documentation

■	Valid government-issued photo ID available
■	Correct ORI / agency code (if applicable)
■	Employer / program instructions reviewed
■	Legal name and DOB match supporting documents

Appointment & Intake

■	Appointment requested/confirmed
■	Contact information verified for follow-up
■	Any required forms completed prior to arrival
■	Payment method confirmed (if applicable)

Data Handling & Consent

■	Understands fingerprints are collected in person only
■	Reviewed Privacy Policy and Terms of Service
■	Reviewed Fingerprinting & Data Handling Disclosure
■	Consent provided as required by the requesting program

Optional Verification Add-ons (as authorized)

■	Employment verification
■	Education or GED verification
■	Credential/certification verification
■	County criminal/civil history (as requested)
■	International searches (where applicable)

Next Step: Request services via the website to confirm eligibility and scheduling.

Effective: January 2026.