

Checklist for Completing a Personal/ Criminal History Statement



Use this checklist to fill out the Personal/Criminal History Statement form. Filling out the Personal/Criminal History Statement form completely will help avoid delays in the processing of your application.

If you have any questions, please call Customer Service at (360) 664-1600

- Complete all sections** of the form. Please print clearly or type.
- Fill in any sections that do not apply with “**N/A**,” indicating the section is “not applicable.”
- If you are not a US citizen, **list your alien registration number/visa number** or attach a copy of the document to the form.
- Fully complete the **Residence Information section**. List residences for the last **10 years**, even if residences have been outside of the United States.
- Fully complete the **Employment History section**. List dates of employment for the last **10 years**, even if employment has been outside of the United States. Include any **unemployment information** during the last 10 years.
- Mark “**YES**” or “**NO**” on the question about your criminal history in the Criminal History Statement section.
- Completely fill out the **Criminal History Statement section**. If you fail to disclose an offense, it may be counted against you as a non-disclosure.
 - List all offenses, even as a juvenile.
 - List all traffic tickets, come as close as you can to dates and places. You may note as “various speeding/parking tickets over the last 20 years” if you cannot recall exact dates.
 - Use additional paper if necessary to provide the requested information. Attach to the Personal Criminal History Statement form.
- Sign and date the form**, completing the “place signed” section.

DEFINITIONS

The Personal Statement section asks what type of a business entity you are applying as. Following are definitions to help you fill out this section.

Sole Proprietor: A single individual or a legally married couple.

Partner: An individual who has joined in agreement with another individual(s).

LLC Member: An individual who is a member of a Limited Liability Company.

LLC Manager: An individual who is a manager of a Limited Liability Company.

Spouse: The spouse of a sole proprietor, partner, or Limited Liability Company member/manager.

Corporate Officer: An individual who holds an office in a corporation.

Stockholder: An individual who owns stock in a corporation.

Financier: An individual who has loaned, gifted, or invested money into the business.