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.