04 Items to Complete - Overview

REVISION 01 (07/01/07 - 09/30/07)

Before ending the interview, complete the following:

- Review the application to ensure that all questions on the application are answered.
- Have the participant <u>sign the application</u>.
- Complete the fingerprint imaging requirements. (See <u>AFIP</u> for policy and procedures)
- When any verification has been provided DURING or AFTER the interview, complete the following:

Stamp the verification provided with the "Received" stamp.

Enter the date of receipt in box provided.

EXCEPTION

DO NOT use the "Received" stamp on the following:

- Original legal documents.
- Verification provided by the participant and the participant requests the verification not be stamped.
- Place the copies in the <u>case file(g)</u>.