



FINGERPRINTING CARD AND REQUIRED FORMS

1700 W. Big Beaver Road, Suite 240 Troy, Michigan 48084 (248) 643-0076 Office (248) 643-6119 Fax

Dear LWP Applicant:

You will need to be fingerprinted by the local police department, state police, or at a military installation in order for the background forms to be conducted by Office of Personnel Management (www.opm.gov) for your assignment with LWP.

The REQUIRED fingerprint cards are enclosed with this letter. There are 2 (two) cards enclosed. Both must be imprinted with your fingerprints. The upper left hand corner, on the front of the card, states "APPLICANT." There is an "ORI" block (at the upper/middle area) on the front that states:

USOPMOOOZ
OPM
BOYERS, PA

Also, on the back of the card, in the lower left hand corner, it has FD-258 (REV 5-11-99).

PLEASE DO NOT DATE THE CARD!

Please mail back (in the enclosed self addressed stamped envelope, all ORIGINAL forms and applications you have completed for this assignment. LWP must have all original forms and applications returned to our office. Faxed copies are only acceptable until we receive your original forms. Faxed forms CANNOT be accepted past 20 business days of the date you applied for the assignment. All LWP employee files must be the original forms you have completed, dated, and signed.

Forms and applications are in **BOLD and are underlined** below:

The **sf85p** Public Trust application (8 pages) must be completed, signed, and dated (on all pages) with your social security number in the bottom right hand side. The **of306** application must be completed and must include the county, city, state, zip code, case number, and date of ANY convictions the applicant has experienced in the most recent 7 years. The **2 Fingerprint cards** with Original fingerprints must include your personal information, name, address, ss#, etc., LWP needs your Original **insurance application** form returned. A **copy of your birth certificate** is required to be submitted with the sf85p. The **I-9 form** is required to be completed at the top. DO NOT write below the signature and date line on the I-9. Send **2 enlarged photo copies of your identification**. 1 must be a picture ID, issued by a state, local government, or military. 1 must be issued by the federal government. Examples of acceptable ID's are listed on the I-9 form page 4. **Direct deposit** form, **employee information** form, **state and/or federal tax forms**.

LWP **will not** accept:

- ID copies that are not able to be easily read
- Scratch-out, White-out, MISTAKES, on any of the applications. MUST be neat and without errors
- Skipped answers to questions. YOU MUST answer EVERY question, NO EXCEPTIONS.
 - Answer, YES, NO, or neatly write N/A
 - Addresses, Phone Numbers, City, State and Zip Code are required for friends, neighbors, people who knew you, past supervisors, etc. **DO NOT** leave ANY questions blank.

Best Regards,

Sheila Melendez

Senior Project Manager
sheila@lwpstaffing.com