

**Check List:** To ensure completion of your application. **Please read all instructions on the city application and the medical history page.**

**All Applicants: If any information listed below is missing, your application will be mailed back to you:**

1. Did you attach a copy of your (the applicant's) Driver's License or Non-Driver's Identification Card?

2. Did you attach a copy of all the vehicle registrations that would appear on the City permit if approved?  
(Note: Leased cars - submit a copy of lease agreement, Company car – submit notarized affidavits from the applicant and the company on company letterhead stating vehicle is for your exclusive use)

3. If your address on the driver's license and the address on the application are different, or if you changed your address, please include copies of two different utility bills as proof of residence (see below).

4. Did you print your (the applicant's) name on the medical form? (If applicable).

5. Did your doctor **completely** fill out (must be legible) your medical information? Attach all supporting medical documentation (e.g. x-ray/CT/MRI Reports, EKG/stress test, surgical summaries, etc.).

6. Did you **completely** fill out the new application or renewal form?

***Current utility bills: Telephone/Cellular phone, Electric, Gas, Water, Cable, bank, credit card or mortgage statements.***

**If the applicant is a minor, parents can submit two of the above utility bills or a letter from the child's school that includes the home address.**