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**THE UNITED STATES FIRE DEPARTMENT RESERVE CORPS**

**RESERVIST CANDIDATE APPLICATION ACCEPTABLE DOCUMENTS CHECKLIST**

**Reservist Application:**

[ ]  USFDRC: Form 6-04/DCP 01 Reservist Candidate Application 2018/03/25

[ ]  USFDRC: Form 6-05/DCP 01 Affidavit of Good Moral Character (AGMC) 2015/04/29

[ ]  USFDRC: Form 6-06/DCP 01 Professional Recommendation for Membership Form (PRMF) 2020/01/21

Please use the USFDRC: Form 6-07-DCP 01 Reservist Candidate Application Acceptable Documents Checklist Form (PRMF) 2020/01/21 to gather the required documents.

**Documents that Establish Both Identity and Employment Authorization required for Background Checks:**

[ ]  Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address, or

[ ]  An ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.

[ ]  U.S. Social card issued by the Social Security Administration that is unrestricted.

[ ]  U.S. Passport or U.S. Passport Card (unexpired or expired).

[ ]  Permanent Resident Card or Alien Registration Receipt Card (Form I-551), or

[ ]  Employment Authorization Document Card (Form I-766).

[ ]  You must provide two (2) photos with your application: Authorized Location: Walgreen and CVS Pharmacies.

1. Requirements for a good photo:
	1. Printed on matte or glossy photo quality paper.
	2. Size of photo 2 x 2 inches (51 x 51 mm) in size.
	3. The size of the head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head.
	4. Recently, taken in the last 6 months to reflect your current appearance.
	5. Eyeglasses may be worn, but there must not be any glare.
	6. The background must be plain white or off-white.
	7. Head must be directly facing the camera with your full face in view.
	8. Taken with a neutral facial expression or a natural smile, with both eyes open.
	9. In color.
	10. Taken in clothing that you normally wear daily.
	11. No hats or head coverings, unless you wear it daily for religious purposes.
	12. Your full face must be visible, and your head covering cannot cast shadows on your face.
	13. No headphones or wireless hands-free devices.

[ ]  Provide only copies of your professional licenses or certifications.

[ ]  Provide your resume or curriculum vitae.

[ ]  Provide Letters of Professional Recommendation: Recommendation for membership may not be provided by a relative, any person sharing the same household or any person in a romantic, domestic, or familial relationship with the applicant. The same person may not complete more than one recommendation per applicant. The individual providing the recommendation should describe the nature of your relationship with the applicant, including how you are eligible to provide the applicant with a recommendation for certification and describe why you believe the applicant would be a successful member of the USFDRC.

**Professional Recommendation Definition:**

A professional recommendation is provided by an individual who has direct knowledge of the applicant’s on-the-job performance. The professional recommendation should discuss the applicant’s work performance as it relates to the role and expectations required of the command (Service Branch) of membership. While teamwork, experience and work ethic are the types of things discussed, the recommendation should give the USFDRC an idea of the type of individual applying for membership. Individuals providing a recommendation may not be in a subordinate position to the applicant.