

## Instructions

1. Print all pages of this document.
2. Obtain a Six Part Folder.
3. Label the Six Part Folder horizontally with your name (L Name, F Name MI).
4. File the pages Left to Right in the six part folder.
5. Print and/or obtain all required documents on the CI Checklist.
6. As the paperwork is acquired, file the documents into their corresponding section.
7. Once all paperwork from the CI Checklist is obtained and completed, contact the CI recruiting office (760-725-6870). You will be instructed to scan and email all documents to the recruiting staff (1stintelcirecruiting@usmc.mil).
8. Deliver all original documents organized in the six part folder to the CI Recruiting office, Bldg 160313.

### \*NOTES:

Section 5 - Board Tests, Research Paper, and Autobiography will be specifically assigned by the CI/HUMINT Recruiting Staff.

Section 6 - CI Board Preparation Form, CI Board Evaluation Forms, and Board Recommendation Letter will be given by the CI/HUMINT Recruiting Staff. The Co-Worker Evaluation Forms should be (1) Co-worker, (1) SNCOIC (or equivalent), and (1) OIC (or equivalent). Any letters of recommendation from your command may be placed in this section below the Co-Worker Evaluation Forms.

# Section 1

Tracking Sheet  
Privacy Act Statement  
NDA

## Section 2

### CI Applicant Screening Financial Worksheet LES

## Section 3

SSO TS/SCI Eligibility Letter  
Finger Print Cards (2 Sets)  
Local Records Check  
Proof of Citizenship

## **Section 4**

**BIR/BTR/Education/Awards**

**Drivers License**

**Military ID**

**Page 11's**

## Section 5

**Nelson-Denny/TABE Results  
Board Tests  
Research Paper  
Autobiography**

## Section 6

CI Board Preparation Form  
Co-Worker Evaluation Form (x3)  
CI Board Evaluation Forms  
Board Recommendation Letters