

TOPPSTEP CHECKLIST

Offender's Name

GDC Number

PIC/TPM/MRD or Probation Release Date

	YES	NO	DATE	SIGNATURE/COMMENTS
SOCIAL SECURITY CARD RECEIVED				
BIRTH CERTIFICATE RECEIVED				
DEPARTMENT OF DRIVER SERVICES ID CARD OR DRIVERS LICENSE RECEIVED				
WORK HISTORY/RESUME COMPLETED				
DD-214 (if applicable) RECEIVED				
SELECTIVE SERVICE REGISTRATION COMPLETED				
FINAL REVIEW BY WARDEN/SUPERINTENDENT OR DESIGNEE				

Retention Schedule: Upon completion, this form shall be attached to the TOPPSTEP packet in the offender's institutional file and retained according to the official retention schedule for that file.