

REQUEST FOR PERSONAL/FINANCIAL RECORDS

DEFENDANT'S FULL NAME

DOCKET NUMBER

In order to assist in the completion of our presentence investigation, you are instructed to furnish the probation officer with the following documentation. Financial information should include all accounts and assets held individually, jointly, or in which you share an interest.

☐ Birth or Baptismal Certificate
☐ School Diplomas/Degrees
☐ Driver's License
☐ Military Discharge Certificate
☐ Military Disability Information
☐ Marriage Certificate(s)
☐ Divorce Decree(s)
☐ Social Security Card
☐ Letters of Recommendation
☐ Immigration Documents/Passport
☐ Naturalization Documents
☐ Professional Papers (certificates, licenses, permits, union membership)
☐ Vehicle Registration and Title(s)
☐ Medical/Mental Health Records (Include treatment history and medication regimen if applicable.)
☐ Complete copies of Federal Income Tax Returns for last 5 years. (Include income documentation and attached schedules)
☐ Most recent business and/or personal bank statements
☐ Securities or Brokerage Statements
☐ Mortgage agreement and most recent mortgage statement(s) and/or proof of residence.
☐ Most recent billing statements for credit cards or other charge accounts.

☐ Certificates of deposit or most recent savings account and credit union statements (including money markets, IRA accounts, Thrift Savings, 401K, capital investments and/or contributions, etc.)
☐ Copy of Trust Agreement(s)
☐ Bankruptcy documents (including petition, financial statements, final judgements, etc.)
☐ Any financial statement(s) submitted to anyone in the past 5 years.
☐ Bills documenting necessary living expenses, such as groceries, home utilities, transportation expenses, etc.
☐ Copy of loan statement(s) (including vehicle payment books, lines of credit, educational loans, etc.)
☐ Documentation of income (including pay stubs, social security, disability, unemployment compensation, child support/alimony, pensions, etc.)
☐ Lease agreement(s) for rental income and documentation of rental expenses.
☐ Documentation of medical expenses.
☐ Documentation of court-ordered support obligations (civil judgements, child support, alimony, fines, etc.)
☐ Tax expenses (real estate, personal property, etc.)
☐ Other:

ADDITIONAL INSTRUCTIONS:

NAME OF PROBATION OFFICER

PHONE NUMBER

DATE DUE

