



### IMPORTANT INFORMATION

- **THIS PROCESS IS FOR USE ONLY WITH APPLICATIONS SUBMITTED FOR EMPLOYMENT IN CONNECTION WITH THE DEMOCRATIC NATIONAL CONVENTION.**
- To use this batch method, a completed application for **each** applicant must be included with this cover form.
- A maximum of 50 applications can be submitted as part of a batch.
- For tracking purposes, we highly recommend that you label each batch in sequential order.  
Example: *John Hancock Security Agency Batch 1, John Hancock Security Agency Batch 2, etc.*
- One check, in U.S. funds, payable to IDFPR for the **total amount** must be included with your submitted packet.  
Note, an individual FCC application fee is \$75.
- An email address for each application is required for processing.
- If you have questions, please contact the Department at **800.560.6420** for assistance.

### APPLICATION PACKET LOCATION

- The FCC application is available here: <https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/f1314de.pdf>

### COMPANY INFORMATION

- Entity/Employer Name: \_\_\_\_\_
- Employer Email: \_\_\_\_\_
- Employer Phone: \_\_\_\_\_
- Batch Number Being Sent: \_\_\_\_\_  
(optional)

### CERTIFICATION STATEMENT

Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me in connection therewith and to the best of my knowledge, they are true, correct, and complete.

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

**Mail this completed cover form, completed applications and fee to:**

**IDFPR**  
Attn: Kyle Lazell  
320 W. Washington St, FL 3  
Springfield, Illinois 62786

DEPARTMENT STAMP USE ONLY