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Under **Legal Name:**

| Field             | Description                                                                                                                                                                           |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title</b>      | Click  to select your legal title. If this field is not required by the LEA, you can leave it blank. |
| <b>Last</b>       | Type your 25-character maximum last name. This field is required.                                                                                                                     |
| <b>First</b>      | Type your 17-character maximum first name. This field is required.                                                                                                                    |
| <b>Middle</b>     | Type your 14-character maximum middle name.                                                                                                                                           |
| <b>Generation</b> | Click  to select your generation code.                                                               |

 Under **Marital Status:**

|              |                                                                                                                        |
|--------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Local</b> | Click  to select your marital status. |
|--------------|------------------------------------------------------------------------------------------------------------------------|

 Under **Driver's License:**

|               |                                                                                                                                                                                     |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Number</b> | Type your driver's license number. The field can be a maximum of 19 characters.                                                                                                     |
| <b>State</b>  | Click  to select the two-character abbreviation of the state in which you hold a driver's license. |

 Under **Restriction Codes:**

|               |                                                                                                                                                                                                                                |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Local</b>  | Click  to select the code that indicates whether to restrict your email address, phone number, and street address from local distribution.  |
| <b>Public</b> | Click  to select the code that indicates whether to restrict your email address, phone number, and street address from public distribution. |

 Under **Email:**

When an email address is updated, email messages are sent to both the old and new email addresses notifying you of the change.

|                              |                                                                                          |
|------------------------------|------------------------------------------------------------------------------------------|
| <b>Work E-mail Address</b>   | Type your work email address. The field can be a maximum of 45 characters.               |
| <b>Verify E-mail Address</b> | Type the same address that you entered in the previous <b>Work E-mail Address</b> field. |
| <b>Home E-mail Address</b>   | Type your home email address. The field can be a maximum of 45 characters.               |
| <b>Verify E-mail Address</b> | Type the same address that you entered in the previous <b>Home E-mail Address</b> field. |

 Under **Emergency Contact Information:**

|                     |                                                                                                                              |
|---------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>         | Type the name of the person to contact in case of an emergency. The field can be a maximum of 26 characters.                 |
| <b>Phone Number</b> | Type the three-digit area code, seven-digit phone number, and four-digit maximum extension number of your emergency contact. |

|                        |                                                                                                                                  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Relationship</b>    | Type the relationship with your emergency contact. The field can be a maximum of 25 characters.                                  |
| <b>Emergency Notes</b> | Type any important notes that may be pertinent about you in an emergency situation. The field can be a maximum of 25 characters. |

**Under Mailing Address:**

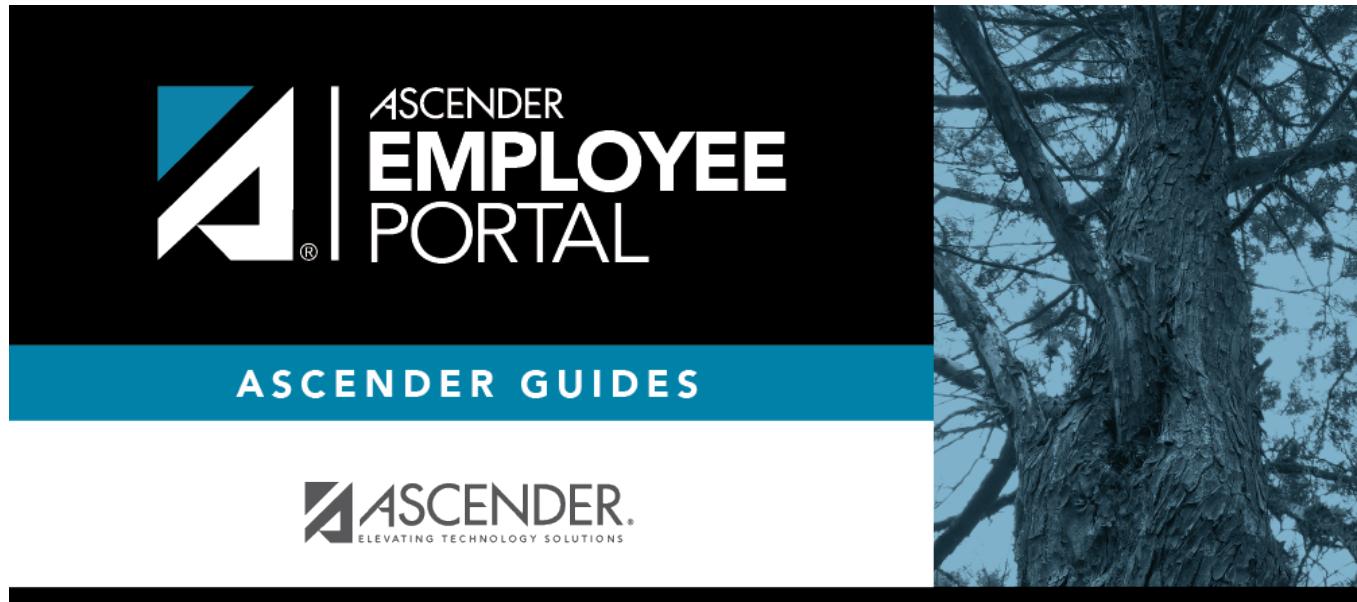
|                        |                                                                                                                                                                          |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Number</b>          | Type the street number for your mailing address. The field can be a maximum of eight characters.                                                                         |
| <b>Street/P.O. Box</b> | Type the street name or post office box number for your mailing address. The field can be a maximum of 20 characters.                                                    |
| <b>Apt</b>             | Type the apartment number for your mailing address. The field can be a maximum of seven characters.                                                                      |
| <b>City</b>            | Type the name of your city for your mailing address. The field can be a maximum of 17 characters.                                                                        |
| <b>State</b>           | Click  to select the two-character abbreviation of your state for your mailing address. |
| <b>Zip</b>             | Type the five-digit zip code for your mailing address.                                                                                                                   |
| <b>Zip+4</b>           | Type the additional four digits of your zip code.                                                                                                                        |

**Under Alternate Address:**

|                        |                                                                                                                                                                            |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Number</b>          | Type the street number for your mailing address. The field can be a maximum of eight characters.                                                                           |
| <b>Street/P.O. Box</b> | Type the street name or post office box number for your mailing address. The field can be a maximum of 20 characters.                                                      |
| <b>Apt</b>             | Type the apartment number for your mailing address. The field can be a maximum of seven characters.                                                                        |
| <b>City</b>            | Type the name of your city for your mailing address. The field can be a maximum of 17 characters.                                                                          |
| <b>State</b>           | Click  to select the two-character abbreviation of your state for your mailing address. |
| <b>Zip</b>             | Type the five-digit zip code for your mailing address.                                                                                                                     |
| <b>Zip+4</b>           | Type the additional four digits of your zip code.                                                                                                                          |

**Under Phone Numbers:**

|                 |                                                                                                                                    |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Home</b>     | Type the three-digit area code and seven-digit phone number of your home phone.                                                    |
| <b>Cell</b>     | Type the three-digit area code and seven-digit phone number of your cell phone.                                                    |
| <b>Business</b> | Type the three-digit area code, seven-digit phone number, and four-digit maximum business extension number of your business phone. |



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