



ACTIVATION CHECKLIST

- Parcel Number and Map (client)
- Site Plan (client)
- Acreage and square footage of the entire property (client)
- Acreage of proposed activated area (client)
- Square footage of proposed activated area (client)
- Company Profile (client)
- Foreign Trade Zone Designation Board Order (ITC)
- Letter of intent for Grantee concurrence (client)
- Grantee Letter Concurrence (ITC)
- Signed CF 5106 (attached) (client)
- Procedures Manual (ITC)
- Identification of key personnel for background investigations
 1. Two sets of fingerprint cards
 2. Social Security Number
 3. Address and Phone number
 4. Brief Biography
 5. Ten year employment history
 6. Three personal references
 7. Three business references
 8. Signed authorization of release of information (attached)