

Date Application Received: _____ 10-11-2001

Date of Preliminary Review: _____ 10-15-200
(Note: Must be within 10-days of received date)

Results: ✓ **Application Complete** _____ **Application Incomplete**

Date Incomplete Letter Sent: _____ NA

Deadline to Submit Requested Information: _____ NA

Phone Call Date: _____ NA
(Note: Only applies if requested data is not submitted within the 7-day deadline)

Phone Log Completed? _____ — **Yes** _____ — **No**

Date Application Processed: _____

Date Application Returned: _____ 10-31-01
(Note: Only as a last resort & only after repeated attempts by the Division to obtain the necessary information to process the application)