

Data Entry Template	
Legal Last Name	
Legal First Name	
Legal Middle Name	
Alias (Previous names)	
Alias (Previous names)	
Alias (Previous names)	
Date of Birth	
Email	
Cell Phone	
Additional Contact #	
SSN (Social Security Number)	
Place of Birth (Country)	
If USA, provide State	
Citizenship (Country)	
Ethnicity *See below	
Address	
City	
Country	USA
State	
Zip	
Sex (M or F )	
Height (Ft. & In.)	
Weight (Pounds)	
Hair Color	
Eye Color	
Employer Name	
Division	ALL
Job Title	

**\*Ethnicity options**

**Asian** (Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan)

**Black** (Persons having origins in any of the Black racial groups of Africa)

**Indian** (American Indian, Eskimo, or Alaskan native)

**White** (Caucasian, Mexican, Puerto Rican, Cuban, Central or South American)

**Unknown** (Select only if ethnicity is not listed above. Selection will allow for free-formed entry)

**Use mixed case, do not use all CAPS, punctuation, hyphens, symbols, etc.**

Example: **P.O. Box 59** becomes **PO Box 59**

Example **12345 S.W. Airport Way #40** becomes **12345 SW Airport Way Suite 40**

Example: **O'Conner** becomes **OConner**

Example: **Smith-Johnson** becomes **Smith Johnson**

Example: **Core-Mark Int'l Fleming** becomes **Core Mark Intl Fleming**

Example: **Van Winkle** becomes **VanWinkle**

Example: **JOHN SMITH** becomes **John Smith**