

TRANSMITTAL (*PETITION APPLICATION*)

RE 506E (Rev. 7/18)

GENERAL INFORMATION

- ❖ Please read instructions on Petition Application (RE 506).
 - ❖ As you assemble your petition application packet, answer the questions listed below. This transmittal is designed to assist you in preparing a complete petition application which will facilitate processing.
 - ❖ Attach this transmittal to the top of your petition application before returning it to the Department.
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1. Have you included the required \$800 Petition Application fee? Yes No
2. Have you waited at least the length of time specified from the effective date of the Decision in your case to file this petition? Yes No
 - a) If *no*, consider waiting for the specified length of time as filing too early will result in the denial of your petition application.
3. Have you been a defendant in a civil court matter?..... Yes No
 - a) If *yes*, did you provide certified copies of all complaints and judgements?..... Yes No
4. Have you ever filed bankruptcy? (See Question #4A.) Yes No
 - a) If *yes*, did you provide a certified copy of your initial bankruptcy filing, including the list of creditors, any discharge you may have received, together with copies of any adversary complaints and judgments that may have been filed in connection with your bankruptcy petition? Yes No
5. Are you making child support payments? (See Question #9.) Yes No
 - a) If *yes*, are you current? Yes No
 - b) If *no*, did you provide proof of a payment arrangement or plan?..... Yes No
6. Do you wish to provide letters of reference?..... Yes No
 - a) If *yes*, did you provide letters of reference? Yes No
7. Have you taken continuing education courses? (See Question #10A.) Yes No
 - a) If *yes*, did you provide copies of certificates of completion? Yes No
8. Have you completely provided all of the information requested in the Petition Application (RE 506)? Yes No
9. Have you signed the petition application certification?..... Yes No