

PROCESS OF SIGNING LOCAL 1245 OUT OF WORK BOOKS

YOU MUST be PHYSICALLY PRESENT in order TO SIGN LOCAL 1245 Book

Operating Hours: 7am – 9am & 1pm – 4:30pm

Application requests received after 4:30 pm will be sent out the next Business day

1. **Take a Picture of this process** for reference, as you will be going back to your car
2. Take the Application Request Form from below
3. Fill out your information as per the questions on form
4. Turn in the request form to the guard via the mail slot
5. **Go back to your car-Do not Gather around the doorway while filling out your application.**
6. You will receive an email that will contain electronic paperwork to fill out using your phone or computer.

***** You will be required to upload pictures of your certificates*****

List of Certs: (all that apply)

Driver's License, DOT/ Medical Examiners Cert, Social Security Card,
First Aid/CPR, Dues Receipt, Introduction Letter, Termination Slip, Osha 10

Tip: For a combined First Aid/CPR card, you may indicate yes to one of the two and take one picture-OR- say yes to both and picture the front and back of the card. We need to see your name, and expiration dates.

7. Wait in your car for an email from **OL-Dispatch** (not EchoSign) instructing you that your application has been processed and you can come inside to sign the books.

Please remain in your vehicle until you get the OL-Dispatch email to come inside

Stand on an "X" to observe social distancing.

Please show the OL-Dispatch email to the Security Guard to be escorted to dispatch for signing the books.