

Alaska State Defense Force

49th BDE

Application Packet

Revision 07 November 2017, with additions of Clothing Record and Notification Forms,
All previous editions of this packet are obsolete

Eligible applicants shall be:

- A citizen of the United States of America
- A citizen of the State of Alaska
- At least 18 years of age

A person shall not apply to or enter the Alaska State Defense Force if they:

- Refuse to submit a complete application packet including all required attachments.
- Refuse to submit to a background investigation, mental health evaluation and a Drug and Alcohol test.
- Have a record of mental illness, insanity or emotional instability.
- Are not of good moral character or temperate habits.
- Are a subversive or disloyal person.
- Are currently a member of any of the Armed Forces of the United States, any reserve component thereof, or the Organized Militia of any other state, except that retired officers and enlisted personnel of the Regular or Reserve components of the Armed Forces of the United States may be commissioned or enlisted if otherwise qualified.
- Are a former member of the Armed Forces of the United States, including the reserve components thereof, or the State Defense Force or militia of another state, whose last period of services was not honest and faithful, did not receive an honorable discharge, or whose Discharge Certificate bears the notation of "Not Recommended for Reenlistment" or "Not Recommended for Further Military Service."
- Are a deserter from any of the Armed Forces of the United States, including the reserve components

thereof, or the State Defense Force or militia of another state.

- Have been convicted of a felony.
- Have been convicted of a crime involving:
 - Domestic violence
 - Violation of a Protective Order
 - Misconduct Involving a Controlled Substance
 - Assault, violence, or serious physical injury to another person.
 - Two or more operating under the influence (OUI) or chemical test refusals (during the past 10 years.)
 - Or any crime that has the potential to diminish military and public confidence in the Alaska State Defense Force.
- Have violated any Alaska Statute regarding offences against public administration or engages in activities which constitutes official misconduct within the Alaska Statutes.
- Or subject to any other criteria prohibiting the commissioning, warranting, enlistment or retention as published in the ASDF Regulation 600.
- Engage in Misconduct Involving a Controlled Substance (MICS.) MICS and use of marijuana shall result in an administrative separation process, regardless of state law.

Alaska State Defense Force (ASDF) Application Instructions

This application packet consists of several pages. For consideration please complete all sections and answer all questions. If a question or section does not pertain to you, please mark that field as Not Applicable or N/A. Please follow these directions and do not leave any section blank. Part of the application process is the evaluation of your ability to follow directions. If you fail to: follow directions, submit a complete application, or submit all required documentation your application may be rejected or the application process might be delayed. Omitting information may result in your application being denied. Falsifying information shall result in your application being denied.

Your application may take up to 90 days to process. Additional time may be required if the application is incomplete or other delays are encountered such as difficulty contacting your references or verifying information. Under most circumstances you will be invited to attend the ASDF monthly drills *in civilian clothes* after your application has been received by the S-1 and prior to your application being completely processed. Once your application is approved you must wear the appropriate uniform and maintain appropriate personal grooming standards during all drills, exercises, missions or when representing the ASDF.

Once you have been sworn in, you shall complete the ASDF Individual Entry Training (IET), the Noncommissioned Officer Leadership Academy, or Officer Candidate School (OCS), or the ASDF Unit Orientation Course within 18 months.

The ASDF is rich in Alaskan history.

In 1942 the Alaska Territorial Guard (ATG) was organized by the territorial governor in response to attacks on US soil and the occupation of Atka and Attu, Alaska by hostile forces during World War II. The ATG served in a defensive role until 1947.

Alaska Statute Title 26 establishes the Alaska militia and divides the militia into two classes: the organized and unorganized militia. The organized militia of the State of Alaska consists of the Alaska National Guard (both Army and Air) , Alaska Naval Militia and the Alaska State Defense Force (ASDF).

The ASDF was reestablished in 1984 by Governor Bill Sheffield and is a volunteer organization whose primary

role is to augment and support the Alaska National Guard. The ASDF responds during domestic emergencies, natural disasters and when called up by the Governor of the State of Alaska. Men and women join the ASDF for many reasons; however most participate out of a desire to make a meaningful contribution to the safety and security of their state and nation. Many members have prior military experience and by regulation the ASDF must be composed of at least 75% of personnel with prior federal military experience. Exceptions may be made for individuals with needed professional skills.

Members of the ASDF are truly volunteers as no funds are provided for monthly drills or training however ASDF members may be compensated if called to State Active Duty by the governor. Members have the honor of wearing, while on duty, a uniform similar to that worn by the Army National Guard and U.S. Army.

STATE OF ALASKA Alcantra Armory
Department of Military and Veterans Affairs 3401 Bogard Road
Alaska State Defense Force Wasilla, AK 99654-48099

49th BDE Phone: (907) 357-3242
Email: join.goasdf.com

Alaska State Defense Force Application Checklist

Name: (Last) (First) (Middle) (Suffix)

All relevant documents must be completed and attached to this document

<u>Action</u>	<u>Description</u>	<u>Complete</u>	<u>Verified by</u>
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Read	Instructions		
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Read	History of the Alaska State Defense Force		
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Read and complete	Checklist		
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Fill out and sign*	Consent & Declaration form		
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Fill out and sign*	Application		
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Attach	Resume with personal references		
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Attach	Two (2) letters of recommendation		
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Attach	Criminal History Report**		
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Attach	Copy of DD214(s)***		
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Attach	Copy of Degree(s)/Professional License(s)		
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Attach	Copy of Training Certificate(s)		
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Attach	Copy of Current State of Alaska ID		
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Attach	Copy of Social Security Card		
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Obtain, sign & attach	IRS W4 (available at www.irs.gov)		
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* Fill out in advance and either sign in front of an ASDF officer or Notary Public.

** You must provide a current criminal history report. Criminal record checks are available through the Alaska State Troopers.

*** If you have prior military service you must include a copy of your DD214(s) and certificates of training.

Do Not Write Below This Line

Application approved by BN CO: _____ Date: _____

Application submitted to S-1 by: _____ Date: _____

Application reviewed by S-1 staff: _____ Date: _____

Academy matrix signed off by: _____ Date: _____

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Agreement of Understanding and Consent to Obtain Information

I understand that approval of my application, as Alaska State Defense Force Officer/Warrant Officer/Enlisted member is contingent upon satisfactory review of my background history, record of military service, and references. In accordance with the above stated background, I waive without any reservations whatsoever, my rights of privacy under any Federal, State, or local law or constitutional provision thereof, fully and freely, and grant permission for the Adjutant General of the State of Alaska, his designee, or personnel of the Alaska State Defense Force, to obtain necessary background information from any Federal, State, or local government agencies, business entity or individual, as shall be necessary. I specifically authorize and direct any of the above stated entities to provide such information. Should any information surface that would preclude favorable consideration and go unresolved to the satisfaction of the BDE S-1, I shall withdraw my application and resign any position to which appointed.

Declaration of No Domestic Violence

I certify that I have never been convicted of the crime of Domestic Violence. I understand that I make this certification under penalty of perjury. Should I be convicted of a crime of Domestic Violence I shall withdraw my application or resign from any position to which appointed.

Consent to Initial and Random Drug/Alcohol Testing

I consent to an initial Drug/Alcohol Test upon application to the ASDF, to be conducted by competent and authorized medical testing authorities. I further authorize and consent to random Drug/Alcohol testing by competent and authorized medical authorities. I understand that my eligibility and retention in the ASDF shall be based on negative test results. Should any negative information surface and go unresolved to the satisfaction of the BDE S-1, I shall withdraw my application and/or resign any position to which appointed.

Applicant's Name: _____ Date: _____

Applicant's Signature: _____

ASDF Witness: Rank: (AK) Date:
ASDF Witness Signature: _____

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Department of Military and Veterans Affairs 3401 Bogard Road
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49th Brigade Phone: (907) 357-3242
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PERSONAL INFORMATION

Last: First: MI: Suffix
AKA: DOB: Gender: Weight:
SSN: - - Eye: Hair: Height:
Blood Type: Race:
Home # - - Work # - - Mobile # - -
Physical Address: Unit:
City: State: Zip:
Mailing Address: Unit:
City: State: Zip:

EMPLOYMENT

Employer:
Position: How long: Yrs. Mo.
Supervisor: Work # - - Mobile # - -
Physical Address: Suite:
City: State: Zip:
Previous employer(s) if employed with the current employer for less than 10 years:

EMERGENCY CONTACT

Name: Last First MI Suffix
Home # - - Work # - - Mobile # - -
Physical Address: Unit:
City: State: Zip:

How many hours will it take for you to be ready to deploy with your 72-hour pack?

< 1 hrs 1-2 hrs 2-4 hrs 4-8 hrs 12 hrs 24 hrs >24 hrs

What is the maximum length of time you can stay activated (mark one only)?

24 hrs 48 hrs 72 hrs 7 days 14 days 30 days 45 days

I certify that all information in this application is true and correct to the best of my knowledge. Further, I agree that by signing this application I waive my rights of privacy under federal, state or local law or constitutional provision thereof, fully and freely, and grant permission for the Adjutant General of the State of Alaska, his designee or authorized personnel of the Alaska State Defense Force, to obtain necessary background information from any federal, state, or local government agencies, business entity or individual, as shall be necessary. I specifically authorize all of the above entities to provide such information. Should any information surface that would preclude favorable consideration, I shall withdraw my application.

Applicant's Name: _____ Date: _____

Applicant's Signature: _____

ASDF Witness: _____ Rank: (AK) Date: _____

ASDF Witness Signature: _____

Letter of Transmittal from the Commanding Officer

As Battalion Commander I have reviewed this application, including the applicant's criminal history report and certify that I have found the applicant qualified for enlistment in the Alaska State Defense Force per the requirements of ASDF Regulation 600. I further certify that the application packet is complete with all required documents from the applicant attached. Also attached is a completed and signed Personnel Action Request Form (DF 1009.) I authorize the entire application packet be forwarded to the BDE S-1 for further review.

BN Commander: _____ Rank: (AK) Date: _____

BN Commander Signature: _____

FOR OFFICIAL BDE USE ONLY -- APPLICANTS DO NOT WRITE BELOW THIS LINE

I CERTIFY THAT THE BACKGROUND OF THIS APPLICANT HAS BEEN EXAMINED AND NOTHING HAS BEEN DISCOVERED TO PREVENT HIS/HER ENTRY INTO THE ALASKA STATE DEFENSE FORCE.

S-1 (Printed): _____ **Date:** _____

S-1 Signature: _____

S-2 (Printed): _____ **Date:** _____

S-2 Signature: _____

ASDF

03 April 2020

MEMORANDUM FOR: New Recruits and new ASDF members

SUBJECT: Receipt and Distribution of Clothing

1. Reference: ASDF Regulation 710-2
2. Uniforms for new soldiers to the ASDF are provided free of any charges to Enlisted Personnel, while Officers (both Commissioned and Warrant Officers) must purchase their uniforms. The ASDF utilizes the Army Combat Uniform (ACU)-Universal Camouflage Pattern (UCP) as its primary uniform. New soldiers can expect to receive as their uniform allowance the following: One ACU Shirt (called a Jacket by the military), One ACU Trousers, One tan undershirt, one pair of leather boots, one Field Cap, and one Fleece Cap. This includes Rank insignia, ASDF Shoulder Patches, and Alaska Flag Patches, as well as ALASKA and NAME Tapes. Prior service military personnel are authorized to wear military badges they have earned on their uniform in the subdued Black Metal versions.
3. Attached for your information and completion is ASDF Form 3645, Individual Clothing and Equipment Record, in two blank pages. Please complete one copy, with your sizes indicated on all lines (third column from left). Follow the additional instructions included with this letter to determine your military sizes. We periodically make free issues of uniform items, and having your sizes on record will save time when it is necessary to issue these additional items. Currently, we are issuing Extreme Cold Weather (ECW) Parkas, ECW Trousers, Balaclavas, ECW Boots (nicknamed Bunny Boots) and ECW Mittens for wear during winter months. Local Battalion commanders are authorized to set the uniform standards for their Battalions, indicating when these items are worn.
4. All new soldiers, including officers, are to turn in a completed ASDF Form 3645 with their completed Application Forms. You can expect to see your uniform in the mail within two-three months of sending in your application. All uniforms will come from the Brigade S-4 stocks, with the exception of officer clothing. Officers may purchase a uniform from the Brigade S-4 at cost, or they may order from any number of commercial vendors that sell uniform items. For soldiers needing 2XL, 3XL or 4XL sizes, one good source is found at <http://www.militaryuniformsupply.com/>, however, you are free to use any vendor of your choosing. The US Army only stocks sizes XS (extra small) through XL (extra large). Any other sizes are provided by private vendors.
5. Attached to this letter as Annex A is the completed example of the ASDF Form 3645 for PFC John Doe, and as Annex B a Size Guide to determine what sized clothing a person wears. You should keep the Example Form and Size Guide available for future determination of your soldier's sizes. So that we can send the uniform to you, please complete the Contact Information Form at Attachment D. We sometimes need to contact you to ask you questions about your mailing address, email address, or some question that will come up about your uniform sizes, etc., thus we need to know various means of contacting you. None of your contact information will be shared with outside agencies, outside of the ASDF. The Privacy Act protects your information from being given to persons outside the ASDF.
6. In the clothing section that follows this letter, new personnel are only to return pages C-1, C-2, and D-1 (pages 19-21 of this packet). Please keep the other pages for your files.
7. POC and questions pertaining to this guidance and how to judge clothing sizes for individuals, by telephone at (907) 357-3242, or by email at join.goasdf.com.

/// signed ///
SIMON BROWN
COL (AK), ASDF
COMMANDER

Enclosures:

- A. Example completed Form 3645
- B. Size Guide
- C. ASDF Blank Form 3645 (2 pages)
- D. Contact Information Sheet

Example ASDF Form 3645 page 1 of 2

Example ASDF Form 3645 page 2 of 2

INSTRUCTIONAL GUIDE TO COMPLETING ASDF FORM 3645,
Organizational Clothing and Individual Equipment Record (December 2016)

1. The form comes in two pages, with items preprinted on the first column of each page. Page one lists Garrison Soldier issues, which includes all soldiers in the ASDF. It also lists Optional Garrison Items, which is mostly the Army Service Uniform (ASU), which is the dress uniform. Most ASDF Soldiers will not be issued this uniform, as it is issued for special events, such as civilian parades, flag color guards, and other special events. Page 2 lists Special Field Issue items, for select units and select individuals.
2. The ASDF Form 3645 is a reproducible form, and permission is granted to photocopy the blank form if additional copies of the form are needed.

3. When the form is printed on one side only of the page, the soldier's name and AK Serial Number should be entered at the top of page two, to indicate who's form it belongs with. If the form is printed Front and Back on one sheet of paper, the soldier's name and AK Serial Number is not necessary on the second page.

4. The Authorized Allowance (Auth Alw) column is left blank.

5. The Size column is filled in based upon the soldier's individual clothing sizes. Many items are one size fits all, and the size on the form may be left blank. In the example form, the "one size fits all" is indicated as "one size" to prevent confusion.

6. Several items have military sizes used, since the military size will cover several dimensions. It is similar to the civilian sizes of small, medium, large, and XL, with numerous exceptions. For example:

a. ACU Shirts are listed in a size such as Medium-Regular (abbreviated as Med-Reg) which covers a chest size – and total individual height. Check the listing of Military Clothing Size Chart (page B-1) to determine your correct size.

b. ACU Trousers are listed in two descriptions which are determined from your Waist size and from your inseam (in inches). Again, check the listing of the Military Clothing Size Chart (page B-1) for your correct trouser size. In the size block for these items, you should list your size as "Medium-Regular" (abbreviated as Med-Reg) or whatever is appropriate for your dimensions.

c. Field Jackets, ECW Parkas, and ECW Trousers are determined using the same chart and dimensions. If tight, add one size larger.

d. The following items come in Small, Medium, Large, or Extra Large sizes: Sage Green Winter Cap, Glove Inserts, Pistol Belts, Kevlar Helmets, Helmet Covers, ECW Hoods, Field Equipment Suspenders.

A-3

e. Gloves are listed as sizes 1 to 5, refer to page B-2 of the guide for civilian equivalent sizes. Mittens are listed as sizes Small, Medium, Large or Extra Large.

f. Belts were first issued as only one size (54 inches) with instructions to cut them down if too long. Newer belts are issued in various sizes; the form should list your waist size in inches to determine which size belt should be issued.

7. The form should be signed and dated by the individual beginning with the first column to indicate what items he/she has in his possession, on both pages. Prior service US Army soldiers may keep all of their US Army issued clothing items, but should list them to avoid double issue. Only the current, Army Combat Uniform (ACU) items should be listed; uniform items such as BDUs, Flat green Fatigues, outdated uniforms, and uniforms of other services are not listed.

8. The use of a slash (/) is to indicate no items in that list. When several items in a column are zero filled, only the top and bottom item are slashed, and a vertical line is drawn between the two slashes is drawn to indicate all

items covered are zero. The use of a zero in lieu of a slash is also acceptable.

9. When more than one of the numbered columns are used, only the column last completed is considered the current and accurate listing of property. As there are 17 numbered columns, property adjustments may be made up to 17 times, before it becomes necessary to begin a new form.

10. The items listed on the two pages of ASDF Form 3645 are only common items that may be issued during an individual's years of service in the ASDF. They are not to be misconstrued as being required items.

A-4

ACU MILITARY CLOTHING SIZE CHART				
ACU SHIRTS	Inches (Note 1)		ACU TROUSERS	Inches (Note 2)
X Small - Short	29-33 by 63-67		X Small - Short	24-27 by 23-26
X Small - Regular	29-33 by 67-71		X Small - Regular	24-27 by 26-31
X Small - Long	29-33 by 71-75		X Small - Long	24-27 by 32-35
X Small - X Long	29-33 by 75-79		X Small - X Long	24-27 by 35-38
Small - Short	33-37 by 59-63		Small - X Short	27-31 by 23-26
Small - Regular	33-37 by 67-71		Small - Short	27-31 by 26-29
Small - Long	33-37 by 71-75		Small - Regular	27-31 by 29-32
Small - X Long	33-37 by 75-79		Small - Long	27-31 by 32-35
Medium - X Short	37-41 by 59-63		Small - X Long	27-31 by 35-38
Medium - Short	37-41 by 63-67		Medium - X Short	31-35 by 23-26
Medium - Regular	37-41 by 67-71		Medium - Short	31-35 by 26-29
Medium - Long	37-41 by 71-75		Medium - Regular	31-35 by 29-32
Medium - X Long	37-41 by 75-79		Medium - Long	31-35 by 32-35

Large - X Short	41-45 by 59-63		Medium - X Long	31-35 by 35-38
Large - Short	41-45 by 63-67		Large - X Short	35-39 by 23-26
Large - Regular	41-45 by 67-71		Large - Short	35-39 by 26-29
Large - Long	41-45 by 71-75		Large - Regular	35-39 by 29-32
Large - X Long	41-45 by 75-79		Large - Long	35-39 by 32-35
X Large - X Short	45-49 by 59-63		Large - X Long	35-39 by 35-38
X Large - Short	45-49 by 63-67		X Large - X Short	39-43 by 23-26
X Large - Regular	45-49 by 67-71		X Large - Short	39-43 by 26-29
X Large - Long	45-49 by 71-75		X Large - Regular	39-43 by 29-32
X Large - X Long	45-49 by 75-79		X Large - Long	39-43 by 32-35
2X Large - Regular	49-53 by 61-71		X Large - X Long	39-43 by 35-38
2X Large - Long	49-53 by 71-75		2X Large - Regular	43-47 by 29-32
3X Large - Regular	53-57 by 67-71		2X Large - Long	43-47 by 32-35
3X Large - Long	53-57 by 71-75		3X Large - Regular	47-51 by 29-32
			3X Large - Long	47-51 by 32-35
Note 1 - first number is your chest size			Note 2 - first number is your waist size	
second number is your total height			second number is your inseam	
BELT, TAN RIGGER	54 inches			
Note 3 - All older belts came in 54 inches length. Cut end off to fit your waist.				
Recommend leaving a few extra inches to allow for waist expansion.				
In belt size block of ASDF Form 3645, enter your waist size – newer belts are sized.				
B-1				
PATROL CAP SIZES - Two methods of determining your size exist:				
Method 1 - find your hat that you last wore, and if it was comfortable, read the hat size on the label.				
If tight, add a size or two. Hats are measured in 1/8 inch increments.				
Method 2 - Find a cloth tape measure (clothing type, which is flexible and bends to fit around objects such as heads). Follow the instructions below.				
Determining Your Hat Size by Method 2:				
Hat size is based on the circumference of the head. In order to determine your proper hat size, you must take a measurement of your head using a flexible cloth tape measure.				
Using a tape measure, measure your head about one-half inch above your eyebrows where your hat will rest. Be certain that the tape measure is straight, and not twisted.				
Alternatively, use a piece of string to measure your head, then measure the length of the string with a ruler. If you are not certain about size, or are between sizes, buy the larger size.				

Use the chart below to determine your hat size based on the measurement you take.				
FIND YOUR HAT SIZE	PATROL CAP			
Head Size in inches	US Hat Size	General Hat Size	Metric Size	
20 7/8	6 5/8	Small	53	
21 1/8	6 3/4	Small	54	
21 1/2	6 7/8	Small	55	
21 7/8	7	Medium	56	
22 1/4	7 1/8	Medium	57	
22 5/8	7 1/4	Large	58	
23	7 3/8	Large	59	
23 1/2	7 1/2	Extra Large	60	
23 7/8	7 5/8	Extra Large	61	
24 1/4	7 3/4	Extra Large	62	
24 5/8	7 7/8	Extra Extra Large	63	
25	8	Extra Extra Large	64	
BLACK FIELD GLOVES - These come in five sizes, numbered 1 through 5:				
	Size Number	Equivalent Civilian Size		
	1	Extra Small		
	2	Small		
	3	Medium		
	4	Large		
	5	Extra Large		
		B-2		

Army Extended Cold Weather Clothing System (ECWCS) – Generation III, adopted in 2007

ECWCS 1 – Long Winter Undershirt (Light Weight) Wool underwear (worn under ACU)

ECWCS 2 – Long Winter Undershirt (Medium weight) and wool underwear (worn under ACU)

ECWCS 3 – Light ACU Fleece Jacket (Not worn by Army in Garrison)

ECWCS 4 – Wind Breaker Cold Weather Jacket

ECWCS 5 – ACU Field Jacket (soft-shell) with liner and Field Trousers

ECWCS 6 – ACU Extreme Cold Gortex Wet Weather Jacket with liner and Gortex Trousers

ECWCS 7 – Extreme Cold Weather (ECW) Parka and Extreme Cold Weather Trousers; the Parka has built in Cobra hood (hood can be worn under Kevlar helmet). (Not authorized for Garrison duty)

The intention is to wear layered clothing in extreme cold weather – ECWCS 1 or 2 under the ACU uniform and ECWCS 5-7 on top of the ACU Uniform. Remove or add layers as needed to feel comfortable.

Nomenclature note:

The current Army field uniform is the Army Combat Uniform (ACU) which replaced the Battle Dress Uniform (BDU) in 1999. The ACU in 1999 used the Uniform Camouflage Pattern (UCP), although for most of its life, it was just referred to as the ACU. In 2016, the Army replaced the ACU-UCP with the ACU-OCP (Army Combat Uniform-Operational Camouflage Pattern) which has an olive-green main color. Both uniforms are officially the ACU. Common usage now refers to the ACU-UCP as just the ACU, and the ACU-OCP as just the OCP. Please note the correct terminology to avoid confusion. The ASDF wears only the ACU-UCP system.

We use: “ACU” for the older ACU-UCP system

“OCP” for the newer ACU-OCP system

B-3

BRIGADE S-4 CONTACT INFORMATION FORM

Date: _____

Please print all information. If item is not applicable, write “N/A” or “None”.

Full Name/Rank: _____

Mailing (Postal) Address: _____

Home (Physical) Address: _____

Spouse Name/Cell phone No: _____

Home Phone: _____

Your Cell Phone: _____

Work Phone: _____

Email Address(es): _____

Work (Physical) Address (include name of business): _____