

Acting on an Application Without a Date Stamp

Overview

This document provides a step-by-step process for how to act on an application without a date stamp.

Process

- 1) Review all pages of the application to determine if there is a date stamp anywhere.
 - Check associated documents submitted with the application.
 - Review if there is a facsimile transmission report.
 - Review if there is a PEAK submission date.
 - Review if there is an email received date.
 - Review case comments to see if there was an entry with the application received date.
 - Check any available logs/receipts for documentation of the application being submitted to obtain the date.
- 2) When a date stamp is not located, use the signature date as the application date.
 - If there is no signature on the application, refer to the *Acting on an Unsigned Application* process manual.

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us

