



REQUIRED DOCUMENTS
IMPORTANT - WE MUST EMPHASIZE THE IMPORTANCE OF READING
THIS CAREFULLY AND PROPERLY FOLLOWING THE
INSTRUCTIONS!!!



Instructions: All items covered on the below list are **your responsibility** to obtain. It may take several weeks to gather some of these documents, so begin working on them NOW! Do not delay completing your Background Package while waiting for these documents! Advise your background investigator if you do not have all of these documents by your appointment date.

- **You must bring the original documents, and legible copies of those documents**—(except the transcripts) when you turn in your background package. Copy smaller items in the center of the copied page.
- Make one copy of each required document with the exception of the DL/SS card. You will make 2 copies of those.
- Prior to your background appointment, paper clip the originals and the copies together in the same order listed below.

- Authorization to Release Waiver:** Form must be signed, stamped and dated by a notary public.
- Driver's License and SS Card:** Driver's license **with** extension (if applicable) and official Social Security Card photocopied, **in color**, together on **one** page. **Make 2 legible copies.**
- Vehicle Insurance:** Insurance coverage or declaration page(s) indicating proof of required vehicle insurance listing your vehicles, your coverage and indicating that you are an insured driver. **This is NOT the vehicle's insurance card.**
- Vehicle Registration:** Vehicle Registration for all owned vehicles including spouse's vehicle(s).
- Legal Documents:** Complete documentation relating to any civil, criminal, or bankruptcy proceedings. (i.e., arrest reports, traffic collision reports, case reports, civil suits, full bankruptcy package, etc.)
- U.S. High School Diploma:** U.S. High School diploma and/or G.E.D. Certificate with test scores or High School Proficiency Certificate
- College Diploma:** College diploma(s)
- School Transcripts:** Official and sealed school transcripts. High school transcripts (whether or not you graduated) and, as necessary, all college(s), business or vocational transcripts (whether or not you graduated).
- Birth Certificate:** Documentation of U.S. Citizenship, or status as a permanent resident (certificate of live birth, certificate of naturalization **-or-** U.S. Passport, if acquired citizenship through naturalized parents).
- Military DD-214:** Military DD-214 **Long Form** (member 4 copy) for anyone who served any time in the military **-or-** **Statement of Service** for anyone active in the military.
- Selective Service Registration:** Card for all male applicants. You can go online @ <http://www.sss.gov/home/verification> to obtain a copy. Men born from March 29, 1957, to December 31, 1959, were not required to register due to the late 1970s suspension of the draft.
- Marriage/Divorce Paperwork:** Official marriage certificate(s) and complete divorce court paperwork including final judgment of dissolution/annulment for each marriage dissolved
- Name Changes:** All documents reflecting any name changes from birth certificate.
- Rental Contract:** Rental contract and/or agreement from current landlord. If you live at home, you along with your parents must create a rental contract. Parent (Landlord), Applicant (Tenant) must print, sign and date the rental contract

THE FOLLOWING ADDITIONAL INFORMATION AND DOCUMENTS ARE REQUIRED FROM APPLICANTS WHO ARE PRESENTLY IN LAW ENFORCEMENT, WHO HAVE BEEN IN LAW ENFORCEMENT, CORRECTIONS/DETENTIONS OFFICERS, OPEN ENROLLEES, OR HAVE ATTENDED ANY LAW ENFORCEMENT ACADEMY.

1. Law Enforcement Training Academy or Corrections Academy (STC) Graduation Certificate(s)
2. All P.O.S.T. Certificates including P.O.S.T. Profile
3. CPR Card, First Aid Card, and Tear Gas Card
4. Copies of any Internal Affairs Files
5. Copies of evaluations for the last three years.
6. Names of last three supervisors, indicating rank, current assignment, email & work phone number.