



2019 Required Documents

You are required to provide the following documents **with the Personal History Statement and Supplemental Questionnaire**. In many cases, these documents are required by federal and state law.

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| <input type="checkbox"/> Copy of Birth Certificate | <input type="checkbox"/> Copies of POST or Fire Academy / ST Certificates |
| <input type="checkbox"/> Copy of Social Security Card | <input type="checkbox"/> Copy of College Degree |
| <input type="checkbox"/> Copy of Naturalization Papers | <input type="checkbox"/> Unofficial College Transcripts |
| <input type="checkbox"/> Copies of any Civil Suits/Final Judgements | <input type="checkbox"/> Copy of High School Diploma / G.E.D. |
| <input type="checkbox"/> Copies of Bankruptcy Filings | <input type="checkbox"/> Unofficial High School Transcripts |
| <input type="checkbox"/> Official DMV Record (record printed from online is acceptable) | <input type="checkbox"/> Copies of any arrest or traffic collision Whether or not you were charged |
| <input type="checkbox"/> Proof of Selective Service Registration | <input type="checkbox"/> Copy of DD214 |
| | <input type="checkbox"/> Drug Screening Questionnaire |

If you are selected for a Background Investigation, you will be required to provide additional documents. Please be prepared to provide the following ORIGINAL documents upon request:

- Certified Copy of Birth Certificate (will be copied by investigator and returned)
- Official DMV Record – 10 Year Printout (will be copied by investigator and returned)
- Naturalization Papers (will be copied by investigator and returned)
- Military Records (DD-214; will be copied by investigator and returned)
- Social Security Card (will be copied by investigator and returned)
- Driver’s License (will be copied by investigator and returned)
- Proof of Automobile Insurance (will be copied by investigator and returned)
- Official College Transcripts (will be copied by investigator and returned)
- Official High School transcripts (will be copied by investigator and returned)
- Fingerprints / Live Scan (Form will be provided by Background Investigator)
- Authorization to Release Information (Document must be Notarized)
- Disclosure of Use of Credit Report
- Deception Detection Waiver
- Release to Hold Harmless Waiver

I certify I have received a copy of this document. I understand it is my responsibility to provide these documents to the Department’s Background Investigative Unit. I understand if I fail to provide these documents, I risk not receiving a background investigation, or my background investigation may be delayed, remain incomplete, be placed on suspension, or closed.

Applicant’s Signature:

Date: