

Background Investigation Intake Orientation Required Documents

- Valid Driver's License
- Social Security Card
- Birth Certificate or Naturalization Documentation (Original Vital Statistic or Certified Copy of Original)
- High School Transcript or GED Certificate (Official Copy with Registrar's Seal)
- High School Diploma or GED Test Scores
- College Transcripts (Official or Certified Copy of Original with Registrar's Seal)
- College Degree (if applicable)
- All Academy and Training Certificates (if applicable)
- Arrest reports (any involved in)
- Civil Court Records (Plaintiff or Defendant)
- Criminal Reports (if applicable)
- Family Court documents and/or Child Support documents
- Internal Affairs investigations- if applicable (lateral applicants)
- Evaluation/Probationary reports- if applicable (lateral applicants)
- Divorce Dissolution (if applicable)
- Marriage Certificate (if applicable)
- Bankruptcy Records and Judgments (if applicable)
- Military Records- DD214 Long form with separation code (if applicable)
- Proof of Selective Service Registration (if applicable)
- Proof of Automobile Insurance
- Credit Report (less than 1 year old)
- Tax records (prior two years)
- Traffic accident reports (any involved in)
- Personal History Statement (PHS) completed in entirety
- The Release of Information Waivers (5) notarized and signed
- Autobiography (hand written, one page)

