

DOCUMENTS TO BE SUBMITTED WITH THE PERSONAL HISTORY STATEMENT

The following documents are required to confirm your eligibility to continue in the application process and to complete your application phase. Please submit **copies** of all documents **EXCEPT** High School and College Transcripts. These documents must be submitted, if applicable, with the Personal History Statement.

*IMPORTANT: If you are unable to obtain any required information for whatever reason within the 21-day period allotted, a written explanation is required (i.e. original birth certificate, official high school and/or college transcripts).

1. Birth Certificate or Naturalization Papers
2. High School Transcript and/or G.E.D. - Include Official transcripts from every High School attended. Must be received in an envelope sealed by the school.
3. College Transcripts - Include Official transcripts from every college attended. Must be received in an envelope sealed by the college.
4. Military Form DD214 (Long Form). - Include all DD214 received. If still active military, include a letter from the Commanding Officer stating the you are in good standing and will be honorably discharged prior to the completion of the hiring process.
5. Marriage License(s) and Divorce Decree(s) to include all pages for each marriage and/or divorce
6. Driver's License
7. Social Security Card
8. Passport, current or expired to include all pages
9. Automobile Liability Insurance Card
10. Licenses and Training Certificates
11. Any other documents relating to significant incidents in your life (including, but not limited to, bankruptcies, lawsuits, military discipline, commendation letters, letters of reprimand, arrest, etc.) Please include all pages.
12. High School Diploma or GED Certificate
13. Certified Copy of Court Disposition Paperwork (for offenses classified as a Class B Misdemeanor and above)

DOCUMENTS SHOULD BE PHOTOCOPIED PRIOR TO SUBMISSION. COPIES WILL NOT BE MADE FOR YOU.

Attach a photograph of yourself taken within the last 90 days.

Attach the photo securely here with paste or tape.

Print your name on the back of the photograph.

THIS PHOTOGRAPH IS FOR IDENTIFICATION PURPOSES ONLY.