

## REQUIRED DOCUMENTS

**APPLICANT'S NAME:** \_\_\_\_\_  
(PRINT)

Along with you completed background questionnaire, please submit photocopies of the following documents. On the list below, circle the number of each document you are enclosing, and provide an explanation for any documents not enclosed.

1. **Birth Certificate (for U.S. born citizens)**
2. **Citizenship or Naturalization Certificate (for non-U.S. born citizens)**  
**Note: If you do not wish to photocopy this document, bring the original to the Police Department Human Resources Management Section Office for inspection.**
3. **High School Diploma**
4. **High School Transcript**  
**Note: You must have your high school or board of education send a certified copy of your transcript directly to the Police Department Human Resources Management Section Office.**

**Date requested:** \_\_\_\_\_

5. **College Diploma (Degree: A.A., B.A., M.A., etc.)**
6. **College Transcript(s)**  
**Note: You must have each college you have attended send a certified copy of your transcript directly to the Police Department Human Resources Management Section Office.**

**Date requested:** \_\_\_\_\_

7. **Your Final DD214 Form (For veterans)**
8. **Driver's License**
9. **Driver's transcript/record**
10. **Social Security Card**