

# Information/Documents Required for Cadet Applicants

**The following information and documentation are required to be provided by you in order for the Department to conduct a thorough background investigation on you for the position of a peace officer. Failure to accurately provide all required information and documentation, or providing any false information, may result in you being disqualified.**

**Personal:** You will be required to provide basic information about yourself including, but not limited to, your name and any aliases, nicknames, maiden names, etc., address, telephone number, e-mail address, date of birth, driver license information, and marital status.

**Relatives:** You will be required to provide contact information for relatives such as your parents, stepparents, siblings, stepsiblings, in-laws, nonmarital partner, spouse and/or former spouse, etc. Ensure you have updated phone numbers, physical addresses, and e-mail addresses for these individuals so the investigator may contact them.

**References:** You will be required to provide contact information for five personal references. Do not list personal references that you are including on other questionnaires such as coworkers, supervisors, relatives, etc. Ensure you have updated phone numbers, physical addresses, and e-mail addresses for these individuals so the investigator may contact them.

**Education:** All transcripts from every high school and every college you have attended are required. You must contact each institution and request an official sealed transcript. If you obtained your GED or equivalent, ensure you have these documents.

- Official (Sealed and Signed) High School Transcript(s)/GED/Equivalency
- Official (Sealed and Signed) College Transcript(s)
- Diploma(s)
- Vocational Certificate(s)

**Employment Eligibility:** You must submit proof of eligibility to work in the U.S. The documents, or combination of documents, that would satisfy this requirement are listed on page 4 of the USCIS Form I-9, located on the U.S. Citizenship and Immigration Services Web site. Common examples of proof of eligibility to work in the U.S. consist of the following:

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card
- Driver License AND Original or Certified Copy of U.S. Issued Birth Certificate

**Residences:** You will be required to provide information regarding your residence history for the last 10 years, or since age 15. Ensure you have accounted for all necessary information pertaining to each residence including address, landlord/property manager, and housemates. If you reside or resided in an apartment, ensure you list the unit number and building number if applicable. If you do not currently remember these, you will want to either contact the apartment complex or visit the complex to obtain this information. If your residence history includes a military base, identify the name of the base in the address, nearest city, county, state, and zip code. For any residence leased or rented, ensure you have the appropriate property manager or landlord contact information.

**Employment:** You will be required to provide information regarding your employment and volunteer history. All jobs and volunteer assignments you have held since age 15 shall be listed. If applicable, ensure you have appropriate contact information for each employer, human resources office, supervisors, and coworkers.

**Applications:** You must provide all prior applications you have submitted to every law enforcement agency, correctional facility, 911 dispatch agency, or other public safety and criminal justice agency (including CHP). You must list all, regardless of date, current status, or final outcome.

**Selective Service:** If you are required by law to register with the Selective Service System, you must provide proof you have registered. You can print your record online by visiting the [www.sss.gov](http://www.sss.gov) website and clicking the "Check Registration" button. Proof of registration shall consist of:

- Selective Service Letter or Card (if applicable)

**Military History:**

- DD-214 Long Form, if applicable (Member 4 Copy, Service Copy, or Service 2 Copy)

**If you served in the military,** a copy of your DD-214 Long Form (Member 4 Copy, Service Copy, or Service 2 Copy) along with any awards or decorations you received must be provided as proof of service. In addition to providing your DD-214, Member 4 Copy or Service 2 Copy, you must obtain and submit your Official Military Personnel File (OMPF). If you are unable to obtain your OMPF electronically (e.g., eBenefits, milConnect, etc.), complete all of Section I and only No. 4 of Section III, including signature, on the following form:

<http://www.archives.gov/research/order/standard-form-180.pdf>. Bring the completed form with you if/when you meet with your background investigator.

**Dissolution of Marriage:** For any marriages dissolved, a copy of the final dissolution/annulment order for each marriage dissolved must be uploaded, including any attachments containing child custody, child support, division of assets, etc. These shall be the official papers granting the dissolution of marriage (if divorced), not just that the paperwork has been filed. If you cannot locate this documentation, it is your responsibility to obtain it from the proper Court.

- Divorce/Court Documents

**Marriage Certificate:** If you have been married, a copy of your marriage certificate for each marriage (usually available from the county registrar) must be uploaded. If you cannot locate your marriage certificate(s), it is your responsibility to obtain them from the County Recorder's Office.

- Marriage Certificate(s)

**Social Security:**

- ***Signed*** Social Security Card (Copy)

**Vehicle Information:**

- Vehicle Registration Card
- Vehicle Insurance (Policy).

**Vehicle Insurance:** Provide your current insurance policy. This is not your insurance card. It is the document explaining coverage and effective dates for your auto insurance policy. If you do not have the policy information, call your insurance agent and request the needed information, right away. The information can usually be emailed to you.

### Driver License:

- Driver License (Copy of Card)

### Financial:

- Bankruptcy Documents

**Court Documents:** This includes all documents in all courts where you have been named, regardless of your role in the incident. You are responsible for obtaining and providing the documents from the courts. Your background investigator will conduct multiple searches to verify you have provided all court documents you have been named in.

You must provide all police reports you have been named in, or referred to, by all law enforcement agencies in which you were either a victim, suspect, person of interest, or similar. If you have previously worked as a law enforcement officer or similar capacity, do not provide reports mentioning you in relation to your **legitimate, official duties of a non-negative manner**. You are responsible for obtaining and providing the reports. Your background investigator will complete multiple searches to verify you have provided all reports you have been named in.

- Traffic/Criminal/Civil Documents
- Child Custody/Adoption Documents
- Name Change Documents (Legal Documents are Required for all Name Changes)
- Concealed Carry Permit/License

**Neighbors:** You will be required to provide information regarding at least 4 of your immediate (closest in proximity) neighbors. Contact your neighbors and ensure the information you have is accurate. Inform the neighbor he or she may be contacted by email, mail, phone, or in-person.

### Other:

- Any additional documents not located under the above title headers.

**Examples: Professional Licenses.** This includes security guard license or any other professional license or permit you possess relevant to the position of a peace officer.

**Business Tax Documents.** E.g., Forms 1065 and Schedule K-1, for any LLC, LLP, corporation, sole proprietor, or other business entity that you have ownership in, or had ownership in, within the last ten years.

**Other:** Any other documents you believe may be located during the background investigation process, or documents showing your skills, abilities, etc., you would like the agency to be aware of.

### Pictures:

- Applicant Headshot
- Applicant Tattoo(s)