

TO ALL POLICE & PUBLIC SAFETY DISPATCHER APPLICANTS

The following items must be presented during your initial meeting with your Background Investigator. **You are required to bring originals and copies of all documents.** Some of the documents may not be readily available, (such as transcripts) and this is understood, however please make every effort to obtain these documents as soon as possible. Please note: Some of the documents listed below may not apply to your position. If you have any questions regarding this, contact your Background Investigator for clarification.

1. Birth Certificate
2. Notarized Release and Waiver (you will be given this form on your first visit)
3. High School Diploma or G.E.D.
4. High School Transcripts (Sealed)
5. College Diploma
6. College Transcripts (Sealed)
7. Marriage Certificate
8. Divorce Decree
9. DD-214 (Military)
10. Selective Service Documentation (can be found on the internet)
11. California Driver's License (or state where you are currently licensed to drive)
12. California Vehicle Registration (or state where your vehicle is currently registered)
13. Proof of Automobile Insurance
14. Social Security Card
15. State and Federal Income Taxes (last 3 Years – if self employed)
16. Check stubs from current and former employers (3 stubs from each)
17. If unemployed provide receipts from EDD.
18. Complete Civil Suits and Final Judgments
19. Traffic Collision Reports
20. A copy of any police report in which you were arrested. If not applying for a Police Officer position, only furnish copies of arrests reports that resulted in a conviction. Include any documentation from the court showing the final disposition of the case and or conviction.
21. H-6 DMV Form (your driving history obtained from any local DMV office)

LATERAL APPLICANTS

22. Internal Affairs Investigation(s)
23. Evaluations or any certificates
24. Report Writing Sample(s)