

Required Documents

All of the following documents need to have copies made of the originals. The copies will be given to your background investigator and the originals will be presented to your background investigator for comparison to the originals. Please have these ready for your investigator prior to your first meeting.

- ❑ Drivers License
- ❑ DMV Print out
- ❑ Social Security Card
- ❑ Birth Certificate
- ❑ High School Diploma / GED Certificate with test scores
- ❑ High School Transcripts
- ❑ College Diploma
- ❑ College Transcripts (from all colleges attended including academy if applicable)
- ❑ Academy Certificates and awards if applicable
- ❑ Marriage Certificate
- ❑ Divorce Dissolution and copy of case
- ❑ Bankruptcies (copies of the whole case including the discharge)
- ❑ Military Separation Papers DD214 if applicable
- ❑ Proof of Selective Service Registration
- ❑ <http://www.sss.gov/regver/verification1.asp>
- ❑ Proof of automobile insurance for each auto owned and or operated. This must show the breakdown of the coverage you carry on each vehicle
- ❑ Credit Report (check with agency prior to paying for it, they may provide it for you)
- ❑ 3 Page autobiography that contains the following information:
 - When and where born
 - Places where lived and why moved
 - Schools attended
 - Activities participated in (i.e. sports, clubs, and organizations) (during school and after school)
 - Military history
 - When the interest in the position you applied for began
 - Basically all of your life history to the present