

# REQUIRED DOCUMENT CHECKLIST

You are responsible for providing the **Original** (all original documents will be returned, except transcripts and credit reports) and **Photocopies** of the following documents:

All required documents must be presented at your appointment time, failure to do so, **will delay** your background investigation.

D.N.A.

1. Valid Photo Identification issued by a State Agency or the U.S. Government (California Driver's License or California Identification Card, Out of State Driver's License or Identification, U.S. Passport) (**Some classifications require a California Driver's License, see the exam bulletin**) **Note: The name on your identification must match the legal name you provide in the personal information section.**
2. Social Security Card (**The name on the card must match the legal name on the personal and work history document**)
3. Birth Certificate (**Certified Copy, cannot be an abstract or a hospital certificate**)
4. Citizenship Papers
5. College Transcripts (**Unopened**)
6. High School Transcripts (**Unopened**)
7. General Education Development Certificate (GED)/California Proficiency Test Certificate (**Unopened**)
8. Name Change Records
9. Civil Suit Records (**Only if currently being sued**)
10. Tax Returns for last three years (**Only if self-employed**)
11. All foreign documents must be translated into "English" and "Notarized."
12. Professional and Business licenses (**If required by the exam bulletin**)
13. A current facial photograph (passport type), Use the Passport Photo Form
14. Applicant Information Waiver (**The waiver must be notarized before submitting**)
15. Credit Report (**Unopened**)
16. Marriage Certificate (**Certified Copy**)
17. Complete Bankruptcy Records
18. Proof of current automobile insurance policy (**If you drive or own a vehicle**). **Must be the "Policy Declaration Page", not the insurance card.**
19. Permit to Carry Concealed Weapon
20. Military DD-214
21. Divorce Papers
22. Selective Service Card or letter – 847-688-6888 ([www.sss.gov](http://www.sss.gov))
23. Evaluations of work performance (if available)
24. Clear color photographs of all tattoos (Use multiple Tattoo Image form if necessary)
25. Core Values Exercise
26. Write in detail about three aspects of your character strengths and three aspects of your character weaknesses (limit to one or two paragraphs on each of the three aspects, handwritten in print on one side of lined white paper.)
27. Autobiography: (**Deputy Sheriff/Custody Assistant/Security Officers Only**) From birth to present day, include traumatic experiences, three high and three low points. Your autobiography must be **hand printed** on one side of white lined paper using **black or blue ink**, five-pages minimum (**A computer printout is not acceptable**).

**ONLY** Obtain your paper credit report from one of the following major credit reporting agencies:

**Open Credit Reports Will Not Be Accepted and Credit Reports from Escrow Companies, Car Dealerships, Banks, etc., are NOT ACCEPTABLE.**

## **TRANS UNION**

800-888-4213

[www.transunion.com](http://www.transunion.com)

Transunion folds their credit report in half and mails it in an unmarked plain envelope.

## **EXPERIAN**

800-311-4769

[www.experian.com](http://www.experian.com)

Experian mails their credit report in a full sheet size unmarked plain envelope.