

Application Document Checklist



Documents need for Background Investigation

Gathering these documents when you apply will help minimize any delays in the hiring process. Some of these documents can take 30 days or more if you have to request a new document. (Copies of these documents other than Transcripts)

- Official Birth Certificate; (if no record of your birth is on file at the Department of Health or the Vital Statistics of the State in which you were born, obtain a statement attesting to the fact.)
- Valid Driver's License
- Vehicle Registration(s) for any vehicle owned or used by you
- Insurance information on any vehicle owned or used by you
- Proof of Citizenship/Naturalization Documents (if born outside of the US)
- High School/College/Trade School Transcripts **and** Diploma; (transcripts **MUST** be submitted in a **SEALED** envelope from the institution.)
- DD214- Military Record of Separation (Long Form Only)
- Selective Service Registration Card or online verification of your registration
- Passport and all pages with transactions
- Marriage Certificate
- Separation/Divorce Decree(s) (face and signature page only)
- Records of any change in name
- Any License issued to you by any governmental agency
- All Certificates of attendance or certificates received for in-service training classes
- Submit IRS 4506-T – Request for Transcript. (Check box 8) (Only the last 8 years) or visit <https://www.irs.gov/individuals/get-transcript> for the online version
- Social Security Card
- Any Awards, Letters of Commendation
- Bankruptcy Records
- Support Orders