



# PRE-EMPLOYMENT REQUIRED DOCUMENTS

The documents listed below must be scanned and converted to a PDF file. You will be providing these documents to your Background Investigator electronically once they make contact with you.

Photos or "convert to PDF" mobile application files of the documents WILL NOT be accepted. Please have your original documents readily available for verification at a later date.

## **VALID/CURRENT GOVERNMENT ISSUED DRIVER'S LICENSE**

- A valid Government Issued Identification Card is acceptable for Police Communications Officers and other positions which don't require a Driver's License.

## **PROOF OF ELIGIBILITY TO POSSESS A FIREARM (MPR/MPO ONLY)**

- U.S. Birth Certificate, Valid U.S. Passport, Certificate of Naturalization or Valid Legal Permanent Resident Card.

## **HIGH SCHOOL DIPLOMA OR EQUIVALENT**

- If you do not have your **original** high school diploma, you will need to provide **one** of the following:
  - Letter of Graduation from school's registrar's office (must be on letterhead)
  - College diploma
  - College transcripts (unofficial is OK)

## **STATE AND FEDERAL TAX FORMS FROM PREVIOUS YEAR**

- Only the first page AND signature page. DO NOT submit your entire tax filing.

## **W2 FORMS FROM PREVIOUS YEAR**

- If you do not have your W2s, obtain a copy from your tax preparer or order your transcripts of your W2 through IRS. Visit the IRS website for more information.

## **FORM DD-214 (MILITARY ONLY)**

- If you are currently in the military, you will need to provide a DD-214 worksheet or letter of anticipated discharge. A finalized DD-214 will be required prior to receiving a Final Offer of Employment.