

ADVANCE NOTICE/LIST OF
RECRUIT TROOPER PERSONAL HISTORY DOCUMENTATION
AND INFORMATION REQUIRED DURING A BACKGROUND INVESTIGATION

Applicants who successfully pass the Physical Agility Test and complete the written test portion of the Entry Level Test process will be provided a packet of documents and instructions for the submission of personal history information.

The below is an advance list of documents and information that are required, where applicable, to be provided as part of the personal history documentation. Please review this list and begin compiling these documents and information. Collecting these documents in advance should minimize delays if you are asked to provide them at a later date.

NOTE: **DO NOT** bring to the Entry Level Testing. Our packet will provide instructions on document and information submission. Follow the instructions in the test invitation letter regarding what to/not to bring to Entry Level Testing.

Documents to be submitted:

DD214 Military Release Form (Copy)	Official Sealed College Transcripts
Official Sealed High School Transcripts	GED Certificate
College Diploma	High School Diploma
Birth Certificate or Naturalization Document	Last three (3) employee performance evaluations
Last three (3) military evaluations	All Divorce Decrees
All Restraining Orders	

Optional information submission (copies only):

Resumes	Recommendation Letters	Commendation Letters/Certificates
Training certificates	Civic awards	

Information/dates that will be asked (not all inclusive):

- If naturalized citizen – date, place, naturalization number.
- Current and past driver's license numbers and states
- Name, address, phone number, and dates of birth for – father, mother, brother(s), sister(s), in-laws, current and ex-spouse/domestic partner.
- Name, address, phone number for references and landlords.
- Current and past residences since age 17 or the last ten years, whichever is longer.
- Date(s) of marriage and divorce.
- Education – name, address, dates of all schools (secondary and higher education) attended, including vocational, trade, specialized military and law enforcement training. All diplomas, certificates and date(s) of graduation, GPA, counselor(s), and subject of study.
- Employment – names, addresses, phone numbers, dates of employment, salary, and performance / disciplinary history of entire employment history since age 17 or the last ten years, whichever is longer. Includes full-time, part-time, temporary, internships and volunteer work.
- Military (if applicable) – complete military history, dates of enlistment and discharge for all terms of service (active duty and reserve). Include descriptions, dates, and dispositions of all incidents of military discipline. If male and have never served in the military, provide your Selective Service number.
- History of ALL traffic violations, vehicle accidents, arrest, and any other violation information. Includes dates, disposition, charges, and full description.
- Date(s), name(s), and disposition of any other law enforcement agency applied to.