



Background Document Checklist

Congratulations on beginning your journey toward becoming a Peace Officer. For those applying to the Sheriff's Office, you will be contacted to attend a PIQ (Personal Information Questionnaire) event. This is the first formal step in the hiring process. Candidates who successfully pass this phase will receive further guidance from their assigned background investigator on the next steps in the background process.

As you move forward, preparation will save you time and prevent delays. The purpose of this checklist is to help you gather the required documentation early, so your Background Investigator can complete your file efficiently.

Take the time to collect each item carefully and ensure all documents are complete, legible, and accurate. Use the checklist below to help you prepare your document package:

- Driver's License and Social Security Card: Two color copies on 1 page. This must remain current throughout the academy.
- Vehicle Insurance: Declaration page showing proof of coverage (not the insurance card). Must remain current throughout academy.
- Vehicle Registration: All owned vehicles including your spouse's.
- Legal Documents: All civil, criminal, or bankruptcy records. Be thorough.
- Diploma(s): High school/GED, or college diploma if applicable.
- School Transcripts: Official and sealed transcripts (high school and college).
- Birth Certificate: Proof of citizenship or permanent residency.
- Military DD-214: Member copy or Statement of Service.
- Selective Service Registration: Required for male non-veteran applicants under 26.
- Marriage/Divorce Documents: Certificates and final judgments.
- Name Changes: All supporting documents.
- Rental Contract: Agreement from current landlord if renting.