



PAPD BACKGROUND INVESTIGATION APPLICANT HISTORY QUESTIONNAIRE

DOCUMENTATION LIST

Candidates will be required to complete the Applicant Personal History Questionnaire, during which all relevant documentation must be uploaded as part of the application.

Note:

1. Not all documents will be applicable to every applicant.
2. Medical records are to be kept by the applicant.
3. Foreign language documents must be accompanied with certified translation.

Personal Data

- Notarized Authorization for Release of Information ([click to download form](#))
- Pedigree Sheet ([click to download form](#))
- Social Security card
- ALL records regarding change of name, if applicable
- Birth certificate

NOTE: Birth certificates issued by HUDSON COUNTY, NEW JERSEY, WILL NOT BE ACCEPTED. Applicants born in Hudson County, New Jersey, must obtain a Certificate of Birth from the New Jersey State Department of Health located in Trenton, New Jersey.

- Naturalization certificate
- F01-Form USCIS G-639 (Naturalized citizens) Form located online <https://www.uscis.gov/g-639> (Complete and Submit the form electronically).
- Marriage certificate
- Divorce or annulment documents
- Separation paperwork
- Passport

Residence Record

Proof of Residence — Required Documents

Acceptable proof of residence can be:

- Rental agreement in your name



- Mortgage paperwork in your name
- Fixed service bill in your name (cable / satellite / water / sewer, etc.)
- Letter from the person with whom you reside affirming that you presently reside with them and have no services in your name

NOTE: No cell phone bills, credit card statements or similar items will be accepted as proof of residence.

Educational Record

- High school diploma with certified sealed high school transcripts from ALL high schools attended OR GED with appropriate certificate

NOTE: GED recipients must provide the record of scores you obtained in the individual tests.

- High School disciplinary record from all schools attended, including confirmation record if no disciplinary action occurred.
- College Degree & Certified Sealed Transcripts

Official transcripts may be provided using one of the following two methods:

1. Electronic (Digital) Transcript:

An official electronic transcript sent directly to you from your college or university through their approved transcript delivery service. You may upload this directly to PoliceApp.

2. Paper Transcript:

An official paper transcript issued by your college or university which usually comes sealed. Open the envelope, scan the transcript, and upload it to PoliceApp.

- College disciplinary record from all colleges and universities attended, including confirmation record if no disciplinary action occurred.

Employment Record

- Membership in or affiliation with any labor union, fraternal or social organizations, whether private, public, or professional
- Any periods of unemployment must be supported by records of unemployment compensation (may be obtained Online in some instances)
- Documentation indicating status of all law enforcement (state, local and federal) tests taken or applied for



Arrest Summons and Conviction Record

- All arrests as defined for the purpose of this background investigation will be supported by ALL ARREST PAPERWORK from the moment of first contact THROUGH the judicial process, including proof of satisfaction to the court AND a typed statement from you regarding the circumstances surrounding the incident (who, what, when, where why and how). Search for these records at home, with the arresting agency, the court of jurisdiction or with the attorney that represented you. NOTE: This includes any juvenile records, sealed or expunged records. The acquisition of these documents is *YOUR* responsibility and is MANDATORY. For NYC arrest submit a FOIL Request Application on the following website: <https://a860-openrecords.nyc.gov/> NYC Open Records Portal.
- ALL documentation for ANY past, present or pending civil litigation

License Record

- Certified LIFETIME driver's abstract for each state where you possess or have possessed a driver's license. (No other version such as a 5-Year abstract will be accepted.) You will receive a sealed envelope in the mail. Open the envelope, scan the abstract, and upload it to PoliceApp.

NJ DMV website: New Jersey DMV — Driver History

NY DMV website: New York DMV — Lifetime Driving Record

- Driver's license with current address
- Registrations for all vehicles presently owned, leased, or operated by you
- Proof of insurance for all vehicles presently owned or leased. Insurance documentation for vehicles owned, leased or operated by you is to include applicant's name on the policy or as an authorized driver.
- ISO C.L.U.E. report (original hard-copy report for both personal property and motor vehicle claims which can be ordered online from LexisNexis Personal Reports: https://personalreports.lexisnexis.com/fact_act_disclosure.jsp)
- Motor Vehicle Accident Reports. These can be obtained from the jurisdiction where the accident occurred.
- Letter from Parking Violations Bureau or Court Clerk of your residence indicating all tickets ever issued to a vehicle owned, leased, or operated by you

(Please Note: If you ever resided in NYC, you are required to obtain a letter from NYC Department of Finance indicating that you have established compliance with Operation Scoff and also obtain a detailed record of all camera and parking tickets received from the Department of Finance)



- Professional licenses (hacker, hunting, pilot, liquor, medical, real estate, security guard, etc.)
- WEAPONS PERMITS (firearms ID card, purchase permits, carry or concealed weapons permit etc.)
- Must provide proof of ownership or possession for ALL weapons and disposition for all weapons owned, sold, or traded

Military Service Record

- DD-214 for each period and each component of service that shows the following:
 - A) Type of separation
 - B) Character of service
 - C) Separation code
 - D) Reentry code
- Verification of military service and complete military records, which can be obtained at <https://milconnect.dmdc.osd.mil/milconnect/public/article/2017-06-17-dpris>

Create a login and request ALL categories of your personnel file.

- Military discipline from all periods and components of service with a typed statement explaining circumstances surrounding discipline

Selective Service Record

- Selective Service registration documentation (Form located at www.sss.gov)

Debts, Financial Status

- Copy of credit report, NOT MORE THAN THIRTY (30) DAYS OLD from ONLY ONE (1) of the three credit reporting agencies and may be obtained online at the following addresses

Equifax: www.equifax.com

Experian: www.experian.com

TransUnion: www.transunion.com



- Proof of child support or spousal support payments to include all court orders pertaining to these
- Bank (Checking and Savings Accounts) and credit card statements for last three (3) months
- Provide four (4) Most Recent Pay Stubs
- (3) Years of State Tax Returns (include W-2 forms and/or 1099). Those applicants who owned /operated their own business are required to provide Schedule C's and/or corporate, partnership, and other entity tax returns for the past three (3) years.
- (3) Years of Federal Tax Returns (include W-2 forms and/or 1099). Those applicants who owned /operated their own business are required to provide Schedule C's and/or corporate, partnership and other entity tax returns for the past three (3) years.
- (7) years of Wages and Income Transcripts using the following website:
<https://www.irs.gov/individuals/tax-return-transcript-types-and-ways-to-order-them>

Additional Information

- 250-word typed essay explaining why you want to become a police officer