



REQUIRED DOCUMENTS CHECK LIST

- Applicant Personal History Questionnaire
- Notarized Authorization for Release of Information (Attached)
- Pedigree Sheet (Attached)
- 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)
- Marriage certificate
- Divorce or annulment documents
- Separation paperwork
- Passport
- Proof of residence. Acceptable proof of residence can be:
 - A) Rental agreement in your name
 - B) Mortgage paperwork in your name
 - C) Fixed service bill in your name (cable / satellite / water / sewer, etc.)
 - D) Letter from 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.

- College degree AND certified sealed transcripts from ALL colleges and universities attended
- 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.

- College disciplinary record from all colleges and universities attended
- High school disciplinary record from all high schools attended
- 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)
- A list indicating status of all law enforcement tests taken or applied for.
- 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.

- ALL documentation for ANY past, present or pending civil litigation
- Driver's license with current address
- Registrations for all vehicles presently owned or leased by you
- Proof of insurance for all vehicles presently owned or leased by you
- Accident reports WITH statements by you as to the circumstances of the accident. These can be obtained from the jurisdiction where the accident occurred.
- Professional licenses (hack, pilot, liquor, medical, 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.

- 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
 - Reentry code
- Verification of military service and complete military records. Follow enclosed instructions for military records. Provide copy of signature verification page, fax transmission report, and tracking number. (If you have or can access the Internet Personnel Management System (IPERMS), you will be asked for this Information during your investigation).
- Military discipline from all periods and components of service with a typed statement explaining circumstances surrounding discipline
- Selective Service registration documentation



Hillsborough Township Police Department
APPLICANT PERSONAL HISTORY *continued*

- Proof of child support or spousal support payments to include all court orders pertaining to these payments
- Bank and credit card statements for last 3 months
- Spouse / partner's occupation, employer with address and salary (typed)
- W-2 forms, 1099, state and federal tax returns for the past three (3) years. Those applicants who owned / operated their own businesses are required to provide Schedule C's and or corporate tax returns for the past three (3) years.
- ISO insurance report (CLUE report for all personal property and motor vehicle claims,
can be found at https://personalreports.lexisnexis.com/fact_act_disclosure.jsp)