

OFFICE OF PROTECTIVE SERVICES

Background Investigation Intake Orientation Required Documents

Date of Background Investigation Intake Orientation:

Bring this form with all of the following documents to your intake orientation and provide to your background investigator for processing of your DSH Background File.

Where noted an original document or a certified copy of the original must be provided. The investigator will view the original or certified copy, generate a copy and stamp the copy with the DSH OPS Stamp attesting to original or certified copy viewed.

Valid Driver's License	Divorce Dissolution (if applicable)
Social Security Card	Marriage Certificate (if applicable)
Birth Certificate (Original Vital Statistic or Certified Copy of Original)	Bankruptcy Records and Judgments (if applicable)
High School Transcript or GED Certificate (Official Copy with Registrar's Seal)	Military Records- DD214 Long form (if applicable)
High School Diploma or GED Test Scores	Proof of Selective Service Registration (if applicable)
College Transcripts (Official or Certified Copy of Original with Registrar's Seal)	Proof of Automobile Insurance
College Degree (if applicable)	Credit Report (less than 1 year old)
All Academy and Training Certificates (if applicable)	Tax records (prior two years)
Arrest reports (any involved in)	Traffic reports (any involved in) (if applicable)
Internal Affairs investigations- if applicable (lateral applicants)	Personal History Statement (PHS) completed in entirety
Evaluation/Probationary reports- if applicable (lateral applicants)	Autobiography (hand written, one page)

I understand it is my responsibility to provide these documents to my background investigator. I understand that if I fail to provide these documents in a timely basis, my background investigation may be delayed or not completed. I understand that other than original documents, these items may not be returned and all documents included in the background investigation file will not be returned to me at the conclusion of the background investigation.

Applicant Signature
Date:

Investigator Signature
Date:

