# APPLICANT DOCUMENT CHECKLIST

This is a long and detailed checklist; please be sure to read it thoroughly.

**All documents that are in a foreign language must have a certified American Translators Association (ATA) translation. (Notary Public may NOT be used).**

Collect all applicable documents and submit them to usas you receive them; do not wait until you have everything.

Be prepared to present originals of these documents (except your original education transcript) for review.

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| □ **Birth Certificate*** Provide proof of all legal name changes if your current name does not match the name on your Birth Certificate (i.e. – Adoption Paperwork, Marriage Certificate, Divorce Decree, Immigration Name Change…).
* Your full name on your Birth Certificate / legal name change must match your Social Security Card and Driver’s License.
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| □ **IRS – Ten (10) Years of “Wage & Income” Transcripts*** The transcript is FREE.
* Go online to [**http://www.irs.gov/Individuals/Get-Transcript**](http://www.irs.gov/Individuals/Get-Transcript)
* Click on the “Get Transcript Online” button
* Click on the “Create an Account” button
* Once registered make sure to click “Show All” under “Wage & Income Transcript” to view ALL years of employment.
* Save and /or print out, submit to your Orange County Sheriff’s Office contact.
* **IF you are unable to obtain it online, then go to** [**https://www.irs.gov/pub/irs-pdf/f4506t.pdf**](https://www.irs.gov/pub/irs-pdf/f4506t.pdf) .
* Print out 3 pages of form 4506-T (first page only)
* Enter your information at the top of the form.
* Leave line 6 blank.
* Check box 8.
* Enter years requesting in box 9

**NOTE:** Each 4506-T Form will only allow four time periods (years) requested. Because we need ten years of transcripts, you will need to print three forms. Then request each year, beginning 10 years ago, sequentially. For example, you may start with 12/31/2011, then 12/31/20012, 12/31/20013, and so on. Sign and date each form.* Fax the forms - Use page 2 to determine which fax number to use; i.e. Florida residents use 855-298-1145
* You may also go to your local IRS Office and obtain a “Wage and Income Transcript” printout.

 **\*\*\*IMORTANT INFORMATION\*\*\*****a.** After receiving your transcripts, please write the full name of each current/previous employer next to their  ID/EIN number. It is crucial to your background investigation this is completed. We want to ensure that  all your past employment information for the last ten (10) years is accurate and accounted for.**b.** Notify your recruiter or background investigator of any additional employment(s) listed on your transcripts that you have not already disclosed to us. Please provide contact information (name, phone  number) of any additional employment(s).**c.** Please do not fax your transcripts to us.**e.** We require all TEN years of transcripts, regardless of whether or not you had worked all ten of those years |
| □ **Social Security Card*** Your full name must match your Birth Certificate / legal name change and your name on your Driver’s License.
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| □ **Driver’s License / Identification Card*** Must have current address on it.
* Your full name must match your Birth Certificate / legal name change and your name on your Social Security Card.
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| □ **Official out-of-state Driving History (NOT required for Florida)*** We need an official Driving History from every state OTHER THAN Florida you have held a driver’s license for the last five (5) years.
* The out of state driving history can often be obtained online through the Department of Motor Vehicles for each state.

□ N/A – I only have had a Florida Driver’s License. |
| **ONLY NEED TO SUBMIT HIGHEST EDUCATION ACHIEVED – High School/GED or College/University** |
| □ **High School completed outside the U.S.** * Education obtained in a foreign country must equal a U.S. high school diploma. Equivalency of education must be processed with an accredited company, such as World Education Services (WES), Josef Silny & Associates, Inc., Academic Evaluations Services, Inc. (AES).

□ **High School or GED Diploma Certificate*** If you are missing your U.S. diploma certificate, contact the school or Board of Education in the county in which you graduated.

□ **High School or GED Transcript*** We require an official, sealed and unopened, transcript **OR** a transcript emailed to us (e-transcripts) directly from your educational institution, or by 3rd party approved carrier. E-transcripts may be sent directly to ocsoetranscripts@ocsofl.com
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| **OR** |
| □ **College/University completed outside the U.S.** * Education obtained in a foreign country must equal a U.S. high school diploma. Equivalency of education must be processed with an accredited company, such as World Education Services (WES), Josef Silny & Associates, Inc., Academic Evaluations Services, Inc. (AES).

□ **College/University Diploma Certificate*** From the College/University you graduated from in which the highest degree was achieved.

□ **College Transcripts*** We require an official, sealed and unopened, transcript **OR** a transcript emailed to us (e-transcripts) directly from your educational institution, or by 3rd party approved carrier. E-transcripts may be sent directly to ocsoetranscripts@ocsofl.com
* From the College/University you graduated from in which the highest degree was achieved.

□ N/A - Did not attend college. |
| □ **Military Records*** DD214 – Long Form “Service 2 **or** Member 4”.
* For each time / branch served.

□ N/A |
| □ **Naturalization Certificate*** Please make sure you have signed it.

□ N/A – I was born in the United States. |
| □ **Permanent Resident Card** (if applicable)* Must not be expired

□ N/A – I was born in the United States. |
| □ **Passport**□ N/A – I don’t have one. |
| □ **Marriage Certificate*** For ALL marriages.

□ N/A – Never Married.  |
| □ **Divorce Decree*** For ALL divorces.

□ N/A – Never was Divorced.  |
| □ **Legal Name Change(s)*** Proof of every time your name was changed; to include adoption.

□ N/A  |
| □ **Court Documents*** All court documents of any cases in which you have been involved.
* Includes but not limited to arrests, civil actions, lawsuits, judgments, divorce, bankruptcy, paternity, child support.

□ N/A |
| □ **Three (3)** **Employment** **Performance Evaluations*** If you do not have 3, then turn in what you have.

□ N/A – I don’t have or am unable to obtain evaluations. |
| □ **Employment Discipline or Counseling**□ N/A – I don’t have any discipline.□ I am unable to obtain the paperwork. |

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| **TATTOO / BODY ORNAMENTATION PHOTOS: MUST UPLOAD!!**  |
| □ **ALL applicants must photograph and upload the following, if you have:**  * Split or forked tongue, Dental ornamentation (metal caps, jewelry on teeth), Ear gauges/spools – stretched earlobes.
* Tattoos and brandings that are only visible on your body **when wearing** **shorts and a crew neck tee shirt**. This includes all head, neck, arms, hands, fingers, lower legs and ankle tattoos / brandings.

***\*\*\*\* ALL PHOTOS MUST BE CLEAR AND LEGIBLE WHEN UPLOADED \*\*\*\****□ N/A – I don’t have any Tattoos or body ornamentations. |

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| **SPONSORSHIP CANDIDATES ONLY**:  |
| □ **Basic Abilities Test Score – CJBAT or FBAT*** This may be Waived IF you have earned an Associate’s degree or higher and/or received an Honorable Discharge from the military and are a veteran.
* Tests are usually administered at a Criminal Justice Academy or affiliated school.
* CANNOT be more than four (4) years old.
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