



SAN PABLO POLICE DEPARTMENT

BACKGROUND INVESTIGATION INSTRUCTIONS

Please read the instructions carefully. You are required to furnish copies of various documents and certificates as part of your background investigation. The documents should be returned with your completed and signed Personal History Statement and waivers.

If you are unable to furnish copies of all of the required documents, please make immediate arrangements to obtain copies. DO NOT DELAY returning your completed forms because you are unable to furnish copies of all of the required documents. You will be allowed a reasonable time to obtain and submit copies of the document. You are required to provide the following:

PHS MUST BE COMPUTER WRITTEN & CLEAR OF ERRORS PROOF READ YOUR PHS

1. [POST Personal History Statement](#) (25 pages – required for **ALL** applicants)
 - Click on “**Background / Hiring**” then “**Personal History Statement - Peace Officer**”
2. [Background Waiver](#) **One Notarized Waiver Form (Make (3) copies)**
3. [Confidential Personnel File Wavier](#) **One Notarized CPF Waiver Form (Make (3) copies)**
4. Birth Certificate (original or **certified** copy)
5. Naturalization Papers (original or **certified** copy if applicable)
6. Marriage Certificate(s) (if applicable)
7. Dissolution of Marriage Certificate(s) (if applicable)
8. Original certified copy of high school transcripts **Order & have transcript mailed to you & do not open. Provide the sealed transcript to your assigned Back Ground Investigator.**
9. Official GED record, to include test scores, certificate of high school proficiency, or certificate of high school equivalency **Order & have these documents mailed to you & do not open. Provide the sealed documents to your assigned Back Ground Investigator.**
10. College Diploma(s) and transcript(s) if applicable **Sealed – Same process as above**
11. California Driver’s License and ten (10) year driving history record. **The 10 year DMV record (form H-6) MUST be obtained from a DMV Office. DO NOT SUBMIT one from on-line**
12. Completed [Driver’s License Requirement Form](#)
13. Social Security Card
14. Original and copy of US Passport
15. Professional Certificates and Licenses
16. Specialized Schools and Training Certificates
17. Selective Service Registration – <https://www.sss.gov/Home/Verification>
18. Military Discharge Certificate (if applicable)
19. Military DD214 Form (if applicable); long version

20. Photocopy of any disciplinary papers, i.e. Article 15s, adverse Captain's MASTS's or Court Martial received in the military
21. Completed [Consumer Credit Report Form](#)
22. Completed [Motor Vehicle Financial Responsibility Form](#)
23. Civil Suits (if applicable); Judgements
24. Bankruptcy records (if applicable)
25. Copy of any Crime Report in which you were arrested and/or listed
26. Copy of any traffic accident in which you were named as a driver or involved party within the past 7 yrs.
27. POST Training Records and Certificates
28. Agency Training Records / Certificates
29. Internal Affairs Records / Disciplinary Actions
30. Photocopy of current employment performance evaluations for the last three years, three (3) Report Writing Samples, Letters of Recommendation, Commendation, and/or any other documents that you feel may address your qualifications for the position.
31. Please include at least three (3) neighbor references. Attach these references on a separate sheet and include with your Personal History Statement.
32. List of hobbies
33. List of Languages spoken (if applicable)
34. List of tattoos (do not list the location of the tattoo on your person)
35. **Please include/attached THIS document to your initial package of paperwork.**

APPLICANT ACKNOWLEDGEMENT

I certify that I have received a copy of this document requirement list. I understand that it is my responsibility to provide these documents to my background investigator. I understand that if I fail to provide these documents on a timely basis, my background investigation may be delayed or suspended. I understand that these documents will not be returned to me at the conclusion of my background.

Printed Name

Date

Signature



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Please place all of your required documents in a ***sealed*** envelope marked “**CONFIDENTIAL, Attention: Officer Doug Botta**”. You must submit the sealed envelope ***in person*** by the **due date provided in your invitation letter** to:

San Pablo Police Department
13880 San Pablo Avenue
San Pablo, CA 94806

Should you have any questions, please contact Lieutenant John Benone at 510-215-3162