

REQUIRED DOCUMENTS

Applicants seeking employment with the Palm Springs Police Department are required to deliver the following listed documents, **which apply in your case**, to the Personnel Detail.

COPIES OF DOCUMENTS ARE REQUIRED EXCEPT WHERE IT SPECIFIES “ORIGINAL”

- COMPLETED PERSONAL HISTORY STATEMENT (**ORIGINAL**)
- COMPLETED BACKGROUND INVESTIGATION QUESTIONNAIRE (**ORIGINAL**)
- AUTOBIOGRAPHY
- BIRTH CERTIFICATE (**ABSTRACT IS NOT ACCEPTABLE**)
- HIGH SCHOOL DIPLOMA
- HIGH SCHOOL TRANSCRIPTS (**ORIGINAL IN SEALED ENVELOPE**)
- G.E.D. SCORES
- COLLEGE DEGREE
- COLLEGE TRANSCRIPTS (**ORIGINALS IN SEALED ENVELOPES**)
- MILITARY DISCHARGE – DD-214 (*Including separation sheet – Page 4*)
- PROOF OF DRAFT REGISTRATION, IF BIRTHDAY IS ON OR AFTER JANUARY 1, 1960 (If you do not have this document and need to obtain a copy, go to the Selective Service web site at www.sss.gov).
- MARRIAGE CERTIFICATE
- FORMER MARRIAGE CERTIFICATE(S)
- EVIDENCE OF DIVORCE(S)
- COMPLETE RECORD OF BANKRUPTCY
- CALIFORNIA DRIVER’S LICENSE
- SOCIAL SECURITY CARD, OR PROOF OF SOCIAL SECURITY NUMBER
- PROOF OF AUTO INSURANCE, TO SHOW INCLUSIVE DATES
- CURRENT VEHICLE REGISTRATION(S) AND DESCRIPTIONS OF ALL VEHICLES REGISTERED TO YOU
- P.O.S.T. CERTIFICATE(S)
- P.O.S.T. PROFILE (Obtain from the POST website)
- CREDIT REPORT **AND CREDIT SCORE** (**ORIGINAL IN SEALED ENVELOPE**)

ONLY Obtain your paper credit report including your credit score from **one** of the following major credit reporting agencies: **Open Credit Reports Will Not Be Accepted and Credit Reports from Escrow Companies, Car Dealerships, Banks, etc., are NOT ACCEPTABLE.**

TRANS UNION

800-888-4213

www.transunion.com

***Transunion folds their credit report in half and mails it in an unmarked plain envelope.*

EXPERIAN

800-311-4769

www.experian.com

***Experian mails their credit report in a full sheet size unmarked plain envelope.*