



## **REQUIRED SUPPORTING DOCUMENTS AND INSTRUCTIONS FOR COMPLETING THE APPLICATION**

### **REQUIRED DOCUMENTS:**

- A copy of your birth certificate. A copy of your passport is acceptable.
- A copy of your high school diploma, a certified copy of your high school transcripts or a copy of your state issued GED.
- A copy of your college diploma or a certified copy of your college transcripts if you are a college graduate.
- A copy of your DDF 214 if you served in the Armed Forces.
- A copy of your POST Mandate Certificate if you are a POST certified Peace Officer.
- A legible copy of your valid driver's license.
- A driver's license history (MVR) for the past seven (7) years. Georgia MVR records are available online at [www.dds.ga.gov](http://www.dds.ga.gov) or at a Georgia Department of Driver Services (DDS) office. There is a small fee for this service.

**NOTE:** If you have had a driver's license in another state during the past seven years, you ***must*** also include your driver's history (MVR) from that state.

- A recent photograph of yourself (approximately 4' x 4'). No ball caps or sunglasses, please.
- If you are a Certified Peace Officer from another state, attach proof from your state's POST Council, or an equivalent thereof, that your certification in that state is in "good standing."
- Attach a written, signed and notarized statement detailing **any** crime(s) that you have ever been convicted of, **including any convictions you may have had under the First Offender Act.**
- Attach a copy of the court disposition for any misdemeanor or felony crime(s) you have been charged with or convicted of.

### **INSTRUCTIONS:**

**ALL** applicants must provide a 10-year work history.

If you are applying for the Certified Peace Officer position, you ***must*** be Georgia P.O.S.T. certified. Please contact [www.gapost.org](http://www.gapost.org) for instructions on becoming Georgia P.O.S.T. certified.

If you have law enforcement experience, **YOU MUST LIST ALL LAW ENFORCEMENT EMPLOYMENT, EVEN IF IT WAS MORE THAN 10 YEARS AGO.**

The "Affidavit of Application" and "Authorization for Release of Personal Information and Criminal History Record Information" pages **must be signed and notarized.** If you are married, your **spouse's signature must also be notarized** on the "Authorization for Release of Personal Information and Criminal History Record Information".