

**Check "Yes" when completed.  
Use "N/A" if not applicable.**

Yes	N/A	Birth Certificate	Yes	N/A	Name Change Decree
Yes	N/A	Driver's License	Yes	N/A	Certificate of Naturalization
Yes	N/A	Citizenship Application Information	Yes	N/A	U.S. Passport
Yes	N/A	High School/College Diploma	Yes	N/A	Selective Service Card or Letter
Yes	N/A	Notarized Waiver	Yes	N/A	Social Security Card
Yes	N/A	Trade School Diploma	Yes	N/A	Statement of Military Service
Yes	N/A	Divorce/Annulment Decree	Yes	N/A	Proof of Tax Filing (Cover Letter)
Yes	N/A	Marriage Certificate	Yes	N/A	Training Certificates
Yes	N/A	POST Certificates (Prior LE Service)	Yes	N/A	Employee Evaluations
Yes	N/A	Automobile Insurance Declaration	Yes	N/A	College Transcripts (Sealed)***
Yes	N/A	Typed Autobiography*	Yes	N/A	High School Transcripts (Sealed)***
Yes	N/A	Personal History Statement**			

\* Autobiographies should consist of one-two typed pages providing an overview of your life, education, jobs, accomplishments, and any other pertinent information.

\*\*Personal History Statements must be **fully** completed. [You can download the form using this link](#), or by going to [post.ca.gov/forms](http://post.ca.gov/forms) and downloading Form 2-251. Complete the form and be ready to submit it to GPD when requested.

\*\*\*The background interview **can** be conducted without school transcripts, so don't wait to call for an interview appointment.

Once you have collected all the relevant documents, please call call Sergeant Robert Rosas at: (818) 937-8535 or your assigned background investigator to schedule an interview appointment. Please bring **ORIGINALS & COPIES** of all relevant documents to your background interview. Do not mail them.