

Required Documents Check List 2013

Begin gathering your required documents because some documents may take some time to obtain. The required documents will need to be completed and handed in between February 25 and 27, 2013, by 1700 hours (5pm). **Failure to submit the required documents will result in removal from the process.** You only need to submit the required document information that pertains to you, i.e. DD214. Place a check mark in the circle to the left of the required document that you have submitted.

To start:

- 1. Five (5) Packets, brown 9"x12" Catalog Envelopes with your Last Name, First Name and Middle Initial printed on the front of all the envelopes, opposite side of the seal flap of the envelope.

- 2. Mark one (1) of the five (5) envelopes **Original**. It should contain sealed / unopened transcripts from all **High Schools and Colleges and certified copies of required listed documents, NO PHOTO COPIES OF THE ORIGINAL CERTIFIED DOCUMENTS, NO NOTARIZED COPIES OF THE ORIGINALS CERTIFIED DOCUMENTS BUT THE ACTUAL CERTIFIED COPIES OF THE REQUIRED DOCUMENTS.** The Original envelope should also contain the original signed and notarized 5 Page Application and 21 Page Application and photocopies of the remaining documents that pertain to you.
 - The remaining four (4) envelopes will mirror the original page sequence and should only contain photocopies of the required documents that pertain to the individual applicant (including photocopies of the applications and copies of the certified documents and sealed transcripts).

 - Make sure all of your envelopes have your Last Name, First Name and Middle Initial printed on the front of the brown 9"x12" Catalog Envelope. You will only need one (1) of the five (5) envelopes to contain the certified copies and the sealed / unopened transcripts. All envelopes must be complete with the required documents. Incomplete envelopes will result in failure of the process. Some of the items may take a few weeks to obtain to plan accordingly.

The five (5) identical envelopes should contain the following information:

- 1. Completed five (5) Page Application

- 2. Completed twenty-one (21) Page Application

- 3. **Certified Copy of Birth Certificate**

- 4. Copy of College Diploma

- 5. "Official" sealed / unopened transcripts from all Universities and Colleges/Trade Schools attended

- 6. Copy of High School Diploma
- 7. "Official" sealed / unopened transcripts from all High Schools
- 8. Copy of Marriage License(s)
- 9. Copy of Divorce Decree(s)
- 10. **Certified Copy of Military DD214**
- 11. Copy of Drivers' License, front and back
- 12. Copy of Social Security Card, front and back
- 13. Copy of Name Change Documents
- 14. Copy of Peace Officer Training Documents
- 15. Copy of Citizenship or Naturalization Documents
- 16. Letters of Recommendation "Optional"
- 18. Marked Check List in each packet
- 19. Do **not** seal Envelopes
- 20. I understand what is expected of me for the required documents and it is my responsibility to make sure that all the envelopes are in the essential sequence order. Failure to follow the directions may result in the removal from the hiring process.

Sign _____ Date _____

If you have any questions please contact the recruiter, Investigator Matthew Krantz, on his desk phone 815-987-5528, cell 815-494-0655, or email him at recruiter@rockfordil.gov.