

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 November 21st, 2013 at 5pm. Failure to submit the required documents will result in a removal from the process. You only need to submit the required document information that pertains to you. **Place a checkmark in the circle to the left of the required document that you have submitted.**

The Required Documents will be submitted in 5, accordion style file jackets that can be closed on top with a flap.

One of the 5 expandable jackets will need to be marked “**original**” which will contain sealed unopened transcripts from all High Schools and Colleges, certified copies of required listed documents, and copies of the rest of the required documents.

I will **not** accept any original Birth Certificates or DD214. For certified copies of your birth certificate you will need to go to the County Clerk’s Office. For certified copies of your DD214 you will need to take your original to the Records Officer and they will make certified copies.

All Documents submitted will become the property of the Rockford Police Department and will not be returned to the applicant.

You will have to place your last name first followed by your first name on the tab of every jacket.

Make sure your applications are **fully completed to the best of your ability**. If you leave blank spaces then we will question it. Also make sure all your jackets are in the same sequential order as the original.

All 5 jackets will contain the same information that only pertains to you.

Listed below is the correct sequential order the documents should be in the jacket:

- Marked Check List in each jacket.
- Certified** Copy of Birth Certificate – Certified copy will go in Original Jacket, Photocopies can be used for the other 4 Jackets.
- Copy of High School Diploma.

- Copy of College Diploma.
- "Official" sealed / unopened transcripts from all High Schools- Make sure you have unofficial copies in the other 4 Jackets.
- "Official" sealed / unopened transcripts from all University and Colleges attended – Make sure you have unofficial copies in the other 4 Jackets
- Copies of Peace Officer Training Documents
- Copies of all Certifications
- Letters of Recommendation.
- Certified** Copy of Military DD214. – Certified copy will go in Original Jacket, Photocopies can be used for the other 4 Jackets.
- Copy of Marriage License(s).
- Copy of Divorce Decree(s).
- Copy of Driver License, front and back.
- Copy of Social Security Card, front and back.
- Copy of Name Change Documents.
- Copy of Citizenship or Naturalization Documents.

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.