

Required Documents List



**Portland Police Bureau
Personnel Division**

Background Investigations Required Documents List

When you pass the written exam and Physical Ability Test you will be required to turn in a completed Statement of Personal History (SPH) document. This document will be collected at the Oral interview. The **SPH** will be used to start your background investigation and the completed form will be evaluated to assist in determining your suitability to become a Portland Police Officer. Below is a list of items that **you will need to photocopy** and submit with your completed **SPH**. **You must bring the original and one photocopy of the below listed items.**

Some items may not apply to you, for those items, write “N/A” in the space provided. Be prepared to submit this list and your documents with your complete SPH. You are expected to do a reasonable search for the documents needed. **NOTE: It is recommended you retain a copy of this list and the documents provided for your own records.**

NAME: _____ DATE SUBMITTED: _____

1. _____ Drivers license
2. _____ Social Security Card
3. _____ Your CERTIFIED birth certificate (No other item will be accepted, including hospital certificate)
4. _____ Spouse's/Domestic partner's/Fiancé(e)'s birth certificate
5. _____ Children's birth certificate(s)
6. _____ Uncensored DD214 (Military discharge)
7. _____ Marriage certificate
8. _____ Documentation of Selective Service Registry (www.sss.gov/records.htm)
9. _____ Community College/College Diploma
10. _____ Divorce decree
11. _____ Sealed Certified copies of college transcripts from each college attended
12. _____ Naturalization document
13. _____ Bankruptcy petition and discharge
14. _____ Performance evaluations from all employers for the past 10 years
15. _____ Police reports of any arrests where you were detained, placed in custody, or cited in lieu of custody (except Portland Police reports)
16. _____ Department of Motor Vehicles purged driving record (From states you have had a drivers license)
17. _____ Copies of traffic accidents reports where you were the driver or the victim
18. _____ Copies of your last four years of state tax returns (first two pages only)
19. _____ Copies of your last four years of federal tax returns (first two pages only)
20. _____ All name change documents
21. _____ Vehicle insurance “experience letter” detailing dates of **coverage and claims** for the last 5 years
22. _____ Vehicle registrations of all vehicles owned