

POLICE ACADEMY APPLICANT DOCUMENT REQUIREMENTS

Deadline: All items on this checklist must be completed and submitted to the Public Safety Institute (PSI) office as soon as possible to secure your spot in the academy. Confirmed acceptance into the Police Academy is based on completed enrollment, and is contingent upon Peace Officer Standards and Training (POST) Program approval.

Name: _____ Student ID#: _____

— Online Police Application - www.mcckc.edu/programs/police-science

— Physical/Sports Release (*Physical must be current within one year of Academy start.*)

— POST License Application

— Authorization for Release of Information form – signed, dated and **notarized**.

— Legal Questionnaire – signed, dated and **notarized**.

- If you answer “YES” on the Legal Questionnaire, you will need to provide ALL THREE of the following for EACH arrest/ offense, REGARDLESS OF ARREST OUTCOME:
 - 1) full police report WITH officer narrative;
 - 2) certified copies of all court documents, including case dispensation, and
 - 3) your signed and dated narrative.

— Fingerprints – **Fingerprints must not be taken sooner than 120 days before the start of Academy classes. Check with the Academy before you have your fingerprints taken.** (*Must submit hard copy of receipt showing you have registered and paid for the Finger printing online. A receipt from the fingerprinting site is also acceptable.*)

— Original or Certified Copy of Birth Certificate (*Must show state & certification number. Must be a legal document. “Hospital copy” not valid. Must bring in original or certified copy. Do not make copy yourself.*)

— Legal Name Change document(s) – if your legal name is different than what appears on your birth certificate, please provide legal documentation (such as a marriage certificate or adoption paperwork), showing your original name and your current legal name. (*Must be original or certified copy. Do not make copy yourself.*)

— Current, valid driver’s license (*Must bring in original – do not make copy yourself.*)

— High School Diploma or GED Certificate. If diploma or certificate is not available, an official transcript may be substituted. (*Must bring in original diploma or an official, sealed transcript to the PSI offices, even if a transcript has been sent to the MCC District office. If home-schooled, must also present curriculum transcript.*)

All documents listed above are required for admission into the Academy.

For Academy Office Use:

➤ Date of interview: _____ By (PSI staff): _____

➤ Date File Completed: _____ By (PSI staff): _____

➤ Date Submitted to POST: _____ By (PSI staff): _____

➤ Comments: _____

As of January 2018