**VPSO APPLICATION CHECKLIST**

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APPLICANT'S PRINTED NAME CONTRACTOR

**BACKGROUND PACKET: needed from contractor/applicant for Background Investigation (BI):**

🞏 Certification of eligibility

🞏 Passing PT test score sheet

🞏 Completed F-3 packet:

🞏 Documentation from Applicant (*all required as part of the F-3 packet*)

🞏 Documentation of citizenship (*copy of birth certificate or passport*)

🞏 Education verification: GED/HS/College transcripts (*if they have a college degree, send college transcript only, not high school. DPS only needs copies of transcripts along with the F-3. Official unopened transcripts submitted direct to APSC.*)

🞏 Military records (*copy of DD-214*)

🞏 Waiver/consent for BI investigation**:** (4 forms)

🞏 Release of Information to law enforcement Agencies

🞏 INFORMED CONSENT RELEASE AND HOLD HARMLESS FOR CONFIDENTIALITY OF PRE-Selection BACKGROUND INVESTIGATION DATA

🞏 Waiver and Authorization to Release Information

🞏 DEPARTMENT OF PUBLIC SAFETY/CJIS SYSTEMS AGENCY VILLAGE PUBLIC SAFETY OFFICER PROGRAM CRIMINAL RECORDS INFORMATION WAIVER

🞏 Fingerprint cards (*FD-258, Blue Card; two cards if ink prints to ensure quality*)