



CITY OF PORTLAND, OREGON



Bureau of Police

Ted Wheeler, Mayor
Danielle M. Outlaw, Chief of Police

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Integrity • Compassion • Accountability • Respect • Excellence • Service

Portland Police Bureau
Required Documents Checklist

You will be required to present each of the following documents to a Background Investigator at the time of your Oral Board Interview. You should bring a copy of each document as well as the original with you. We will verify each document, keep the copies, and return the original to you.

Some items may require substantial time to obtain. It is therefore recommended that you begin requesting official copies as soon as possible. If an item does not apply to you, write "N/A" on the line. Otherwise, initial each line to affirm that you have obtained the document.

APPLICANT NAME _____ DATE SUBMITTED _____

- _____ Driver's License
_____ Social Security Administration Card
_____ CERTIFIED Birth Certificate of Applicant (no other item will be accepted)
_____ Naturalization Paperwork
_____ Name Change Documentation
_____ Birth Certificate of Spouse / Domestic Partner / Fiancée
_____ Birth Certificate(s) of child(ren)
_____ Marriage Certificate
_____ Divorce Decree
_____ DD214 Copy 4 (Uncensored Member Copy)
_____ Documentation of Selective Service Registry
_____ College Diploma (copy)
_____ SEALED CERTIFIED copies of college transcripts from each college attended
_____ Documents re All Civil Court Actions (to include bankruptcy, evictions, protection orders, et al)
_____ Performance Evaluations from ALL employers for the past 10 years (to include discipline) if employer provides such documents
_____ Police Reports in which you are named (to include arrest, victim, witness, et al) except PPB reports*
_____ DMV Purged Driving Record from each state in which you have held a license
_____ Traffic Accident Reports
_____ Last four (4) years of state tax returns (First two (2) pages only or IRS tax transcripts)
_____ Last four (4) years of federal tax returns (First two (2) pages only or IRS tax transcripts)
_____ Letter(s) of Experience from vehicle insurance company covering the past five (5) years
_____ Vehicle registration(s) for vehicle(s) currently owned
_____ Color photographs of tattoos

*You do not need to obtain copies of reports through the Portland Police Bureau as we will access those

DO NOT SEND ANY OF THESE DOCUMENTS TO THE POLICE BUREAU