



# CITY OF PORTLAND, OREGON



## Bureau of Police

1111 S.W. 2nd Avenue • Portland, OR 97204

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
_____ Marriage Certificate	_____ Divorce Decree
_____ Naturalization Paperwork	_____ Name Change Documentation
_____ <b>CERTIFIED</b> Birth Certificate of Applicant ( <i>no other item will be accepted</i> )	
_____ Birth Certificate of Spouse / Domestic Partner / Fiancée	
_____ Birth Certificate(s) of <b>minor dependent</b> child(ren)	
_____ DD214 Copy 4 (Uncensored Member Copy)	
_____ Documentation of <a href="#">Selective Service Registry</a>	
_____ College Diploma	
_____ <b>SEALED CERTIFIED</b> copies of college transcripts from each college attended	
_____ Documents re All Civil Court Actions ( <i>to include bankruptcy, evictions, protection orders, et al</i> )	
_____ Performance Evaluations from ALL employers for the past 10 years ( <i>if employer utilizes evals</i> )	
_____ Police Reports in which you are named ( <i>to include arrest, victim, witness, et al</i> ) 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 ( <i>first two (2) pages of Form 40</i> )	
IRS Tax Return Transcripts: Use one of the below IRS website links to order <b>tax return transcripts</b> for the past four years. This can be done in one of two ways: a) by creating an online IRS account using link #1 or b) by accessing the IRS Form 4506 T EZ using link #2.	
1) <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>	
2) <a href="https://www.irs.gov/pub/irs-pdf/f4506tez.pdf">https://www.irs.gov/pub/irs-pdf/f4506tez.pdf</a>	
_____ Letter(s) of Experience from vehicle insurance company; claims and coverage for 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*