



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 PHQ/CPI examinations. 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.

- APPLICANT NAME _____ DATE SUBMITTED _____
- _____ Driver's License
- _____ **CERTIFIED** Birth Certificate of Applicant (*no other item will be accepted*)
- _____ DD214 Copy 4 (Uncensored Member Copy)
- _____ **SEALED CERTIFIED** copies of college transcripts from each college attended

The items below will be required at a later time and may require substantial time to obtain. **It is therefore recommended that you begin requesting official copies as soon as possible.** You do NOT need to bring them with you to the PHQ/CPI examinations.

- | | |
|--|---|
| Social Security Administration Card | Naturalization Paperwork |
| Name Change Documentation | Birth Certificate of Spouse / Domestic Partner / Fiancée |
| Birth Certificate(s) of minor dependent child(ren) | Documentation of Selective Service Registry |
| Marriage Certificate | College Diploma |
| Divorce Decree | Color photographs of tattoos |
| Traffic Accident Reports | |
| 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 | |
| Last four (4) years of state tax returns (<i>first two (2) pages of Form 40</i>) | |
| SEALED IRS Record of Account Transcript from the IRS Website for last four years | |
| 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 | |

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