



CITY OF PORTLAND, OREGON



Bureau of Police

Ted Wheeler, Mayor
Michael W. Marshman, Chief of Police

1111 S.W. 2nd Avenue • Portland, OR 97204 • Phone: 503-823-0000

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
- _____ 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*)
- _____ 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*)
- _____ Last four (4) years of federal tax returns (*first two (2) pages only*)
- _____ 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