

**DOCUMENTS REQUIRED TO BE PRESENTED BY APPLICANT
IF APPLICABLE**

Please include copies of the following documents with your Personal History Statement:

- ✓ **High School Diploma, G.E.D. and College Diploma** (if applicable)
- ✓ **Driver's License**
- ✓ **Military Discharge Certificate DD Form 214 - Long Form**
- ✓ **Military, Judicial or Non-Judicial Actions**
- ✓ **Social Security Card**
- ✓ **Birth Certificate or Passport** (Only birth certificates issued by a governmental entity, state, district, city or county will be acceptable. Birth certificates created by hospitals or other organizations will not be acceptable).
- ✓ **Professional License or Certificate** - if applicable
- ✓ **Divorce Decree** and related divorce Documents - if applicable
- ✓ Bring in any documentation which would assist you in explaining any past unusual situations or problems. Examples: credit repossessions, civil suits, criminal convictions.
- ✓ If you would like to provide any other documents which you feel would facilitate processing your application, or which would assist us in our investigation in determining your suitability for the position, please include those documents with your Personal History Statement. Some examples may include the following:
 - ❖ **Certified College Transcript (s)**
 - ❖ **Civilian or Military Job Performance Evaluations**
 - ❖ **Awards or Decorations**
 - ❖ **Any Civil Litigations**
 - ❖ **Any Special Qualifications**

**REMINDER: MAKE SURE YOU HAVE SIGNED AND DATED THE LAST PAGE OF THE
PERSONAL HISTORY STATEMENT, AND HAVE THE WAIVER AND
AUTHORIZATION TO RELEASE INFORMATION NOTARIZED.**

PLEASE RETURN TO THE FOLLOWING ADDRESS:

**SUMNER POLICE DEPARTMENT
1104 MAPLE STREET – SUITE 140
SUMNER, WA 98390
(253) 863 - 6384**