



The Port Authority of NY & NJ Police Department

CRIMINAL INVESTIGATION BUREAU / APPLICANT INVESTIGATION UNIT

241 Erie Street, Room 311, Jersey City, NJ 07310

Acknowledgement of Instructions

The information required is to be submitted to your investigator. If for any reason you are unable to do so, contact your investigator for instructions. If you do not follow these instructions, your background investigation cannot proceed and you may be removed from the eligible list for failing to cooperate with your investigation.

THE FOLLOWING ITEMS CHECKED "NO" MUST BE PROVIDED TO YOUR INVESTIGATOR

YES NO N/A

- Applicant Personal History Questionnaire (Form located online papdrecruit.com)
- Notarized Authorization for Release of Information (Form located online papdrecruit.com)
- Pedigree Sheet (Form located online papdrecruit.com)
- Social Security card
- ALL records regarding change of name, if applicable
- Birth certificate

NOTE: Birth certificates issued by HUDSON COUNTY, NEW JERSEY, WILL NOT BE ACCEPTED. Applicants born in Hudson County, New Jersey, must obtain a Certificate of Birth from the New Jersey State Department of Health located in Trenton, New Jersey.

- Naturalization certificate
- F01-Form USCIS G-639 (Naturalized citizens) Form located online <https://www.uscis.gov/g-639> (Complete and Submit the form electronically).
- Marriage certificate
- Divorce or annulment documents
- Separation paperwork
- Passport
- Proof of residence. Acceptable proof of residence can be:
 - A) Rental agreement in your name *Must provide if applicable*
 - B) Mortgage paperwork in your name *Must provide if applicable*
 - C) Fixed service bill in your name (cable / satellite / water / sewer, etc.)
 - D) Letter from person with whom you reside affirming that you presently reside with them and have no services in your name

NOTE: No cell phone bills, credit card statements or similar items will be accepted as proof of residence.

- College degree AND certified sealed transcripts from all colleges and universities attended.
 - A) If you have completed a college degree: Please bring an official sealed transcript from the accredited college or university that awarded you your degree.
 - B) If you did not complete a college degree: Please bring official transcripts from all the colleges/ universities that you attended that demonstrates that you have completed at least 60 College credits.



- C) Proof of military service (member copy) as substitute for the 60 college credits. Note, you are required to have an honorable discharge from the United States Military after serving a minimum of two years of continuousness active duty to obtain a substitute for the 60 college credits
- D) If you are the spouse of a deceased or disabled veteran, proper documentation is required.
- E) If you are **CURRENTLY** a Port Authority of NY & NJ Employee, Licensed Security Guard, Sworn Law Enforcement Officer, Corrections Officer, or a TSA Agent provide a letter from your Human Resource Department verifying at least 3 years of current employment.

NOTE: CERTIFIED SEALED transcripts are required by the Human Resources Department, as well as the Applicant Investigation Unit. Please bring TWO Sealed Transcripts from ALL colleges and universities attended.

- High school diploma with certified sealed high school transcripts from ALL high schools attended **OR** GED with appropriate certificate

NOTE: GED recipients must provide the record of scores you obtained in the individual tests.

- College disciplinary record from all colleges and universities attended
- High school disciplinary record from all high schools attended
- Membership in or affiliation with any labor union, fraternal or social organizations, whether private, public, or professional
- Any periods of unemployment must be supported by records of unemployment compensation (may be obtained Online in some instances)
- Documentation indicating status of all law enforcement (state, local and federal) tests taken or applied for
- All arrests as defined for the purpose of this background investigation will be supported by ALL ARREST PAPERWORK from the moment of first contact THROUGH the judicial process, including proof of satisfaction to the court AND a typed statement from you regarding the circumstances surrounding the incident (who, what, when, where why and how). **Search for these records at home, with the arresting agency, the court of jurisdiction or with the attorney that represented you.**

NOTE: This includes any juvenile records, sealed or expunged records. The acquisition of these documents is *YOUR* responsibility and is MANDATORY. For NYC arrest submit a FOIL Request Application on the following website <https://a860-openrecords.nyc.gov/>

- ALL documentation for ANY past, present or pending civil litigation
- Sealed certified **LIFETIME** driver's abstract for each state where you possess of have possessed a Driver's license. (No other version such as a 5-Year abstract will be accepted.) NJ DMV website <https://www.state.nj.us/mvc/license/driverhist.htm>. NY DMV website <https://dmv.ny.gov/get-my-own-lifetime-driving-record>.
- Driver's license with current address
- Registrations for all vehicles presently owned, leased, or operated by you



- Proof of insurance for all vehicles presently owned or leased.
- Motor Vehicle Accident Reports. These can be obtained from the jurisdiction where the accident occurred.
- Letter from Parking Violations Bureau or Court Clerk of your residence indicating all summonses ever issued to a vehicle owned, leased, or operated by you. (NYC Parking Violations can be located at the NYC Department of Finance) <http://www.1nyc.gov/site/finance/about/contact-by-email/contact-parking-ticket-general-questions.page>
Camera Summonses use the following website: [PVO Search \(nyc.gov\)](http://www.1nyc.gov/site/finance/about/contact-by-email/contact-parking-ticket-general-questions.page)
- Professional licenses (hack, hunting, pilot, liquor, medical, real estate, security guard, etc.)
- WEAPONS PERMITS (firearms ID card, purchase permits, carry or concealed weapons permit etc.)
- Must provide proof of ownership or possession for ALL weapons and disposition for all weapons owned, sold, or traded.
- DD-214 for each period and each component of service that shows the following:
 - A) Type of separation
 - B) Character of service
 - C) Separation code
 - D) Reentry code
- Verification of military service and complete military records. Access the Internet Personnel Management System (IPERMS) and provide this information to your investigator.
- Military discipline from all periods and components of service with a typed statement explaining circumstances surrounding discipline
- Selective Service registration documentation (Form located at www.sss.gov)
- Copy of credit report, **NOT MORE THAN THIRTY (30) DAYS OLD** from **ONLY ONE (1)** of the three credit reporting agencies and may be obtained online at the following addresses
 - Equifax** www.equifax.com
 - Experian** www.experian.com
 - TransUnion** www.transunion.com
- Proof of child support or spousal support payments to include all court orders pertaining to these payments
- Bank (Checking and Savings Accounts) and credit card statements for last three (3) months
- (4) Most Recent Pay Stubs

Applicant Name



The Port Authority of NY & NJ Police Department

ACKNOWLEDGEMENT OF INSTRUCTIONS *continued*

PAGE 4

- Spouse / partner's occupation, employer with address and salary (typed)
- W-2 forms, 1099, state and federal tax returns for the past three (3) years. Those applicants who owned /operated their own businesses are required to provide Schedule C's and/or corporate tax returns for the past three (3) years. In addition, please provide (7) years of Wages and Income Transcripts and (4) years of Record of Account Transcripts using the following website: <https://www.irs.gov/individuals/tax-return-transcript-types-and-ways-to-order-them>.
- ISO C.L.U.E. report (original hard-copy report for both personal property and motor vehicle claims which can be ordered online from https://personalreports.lexisnexis.com/fact_act_disclosure.jsp)
- 250-word typed essay explaining why you want to become a police officer

MEDICAL RECORDS SHOULD BE GATHERED AND MAINTAINED BY THE APPLICANT UNTIL THEY ARE NEEDED BY THE MEDICAL DEPARTMENT. BACKGROUND INVESTIGATORS WILL NOT ACCEPT ANY MEDICAL RECORDS AT ANY TIME DURING THE INVESTIGATION.