The Port Authority of NY and NJ Police Department
Police Department
Criminal Investigative Bureau
Applicant Investigation Unit
241 Erie Street – Room 311
Jersey City, NJ 07310

REQUIRED DOCUMENT CHECKLIST

Dear Candidate,

The Background Investigation phase of the Port Authority Police Department's Recruitment Effort is about to begin. In order to help facilitate this process, you are being supplied with the Required Document Checklist in advance of Event #1. This checklist will not only let you know what you are required to provide but will also provide guidance on where to begin your search for these items. Please use the checklist to begin collecting all of the information listed, as some of the information required may not be readily accessible to you and may take some time to obtain. **Take time to organize your paperwork (Original and Photocopies) in the order listed on the checklist.** This will greatly reduce the amount of time that you will need to spend with your investigator at your background interview.

When you meet with your investigator, you will be required to provide one (1) photocopy and the original of each item. Photocopy only **ONE (1) ITEM PER PAGE**. **Each photocopy is to be on 8 ½ " X 11" paper** and is to be neat, clear and legible. Any photocopies larger than this or are not neat, clear and legible **WILL NOT BE ACCEPTED.** The original will be examined by your investigator against the photocopy that you are to provide and then immediately returned to you. **You WILL NOT have the opportunity to make photocopies on the day of your interview so be prepared**. It **WILL NOT** be acceptable to say that you did not have the time or the resources to accomplish what is required of you. Each and every candidate has the same requirements and only those who are truly dedicated will succeed.

If you have any questions related to what you will need for Event #1, review your copy of the Required Document Checklist to see if it is answered there. If you still have questions about what you need for Event #1 after reviewing the checklist, you may then contact the Applicant Investigation Unit at 201-239-3729. **ALL OTHER QUESTIONS WILL BE ANSWERED AT EVENT #1.**

Good Luck in the selection process!

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NOTE: Items listed in this checklist include all items listed on the inside front cover of the Blue Candidate Personal History Booklet. Those items are a minimum standard as set forth by the Port Authority of New York and New Jersey Human Resources Department. The Applicant Investigation Unit has expounded upon this checklist to include additional items necessary to complete your Background Investigation.

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REQUIRED INFORMATION CHECKLIST

Candidate _____ Candidate #_____ Date: _____

☐ Blue Personal History Booklet **(Must Be Notarized Prior To Arriving For Event #1)**

☐ Chronological Data Sheet (Provided at Event #1 to be turned in at Event #2 Notarized)

☐ Investigator Worksheet (Provided at Event #1 to be turned in at Event #2 Notarized)

☐ High School Diploma, GED or High School Transcripts from ALL High Schools attended accompanied by **certified translation from a company accredited by the American Translators Association (ATA) if not in English **** See Last Page ******

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

☐ High School Disciplinary Record from all High Schools attended with:

A) Notarized statement explaining circumstances surrounding discipline

B) Written verification from Schools attended on their letterhead that you have never been disciplined accompanied by (C)

C) Notarized statement by you affirming that you have had no High School discipline

☐ College Degree AND Transcripts from ALL Colleges and Universities attended accompanied by **certified translation from a company accredited by the American Translators Association (ATA) if not in English **** See Last Page ******

NOTE: CERTIFIED SEALED transcripts are required by the Human Resources Department and is SEPARATE from the Applicant Investigation Unit requirement. Investigators WILL NOT ACCEPT CERTIFIED SEALED TRANSCRIPTS ON BEHALF OF HUMAN RESOURCES.

☐ College Disciplinary Record from all Colleges and Universities attended with:

A) Notarized statement explaining circumstances surrounding discipline

B) Written verification from Schools attended on their letterhead that you have never been disciplined accompanied by (C)

C) Notarized statement by you affirming that you have had no College discipline

☐ W-2 forms for the past Five (5) years. Those candidates who owned / operated their own businesses are required to provide Schedule C's and or Corporate Tax Returns for the past Five (5) years.

☐ Any employer who is no longer in business must be verified by a W-2 form or similar proof (such as pay stub, tax returns for year employed by business, etc.)

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☐ Any periods of unemployment must be supported by:

A) A notarized statement by you as to how you supported yourself

B) Records of Unemployment Compensation (May be obtained online in some instances)

☐ Social Security Work History Printout for the past Seven (7) years (Form to be provided at Event #1)

☐ Discipline by ANY employer must be supported by a notarized statement by you explaining the circumstances surrounding the discipline

☐ Work Record Release Information (Contact person, telephone number, physical address of records and Company Policy for obtaining or reviewing your employment records, Typed)

☐ Social Security Card

☐ Hard 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

A) Equifax www.equifax.com.

B) Experian www.experian.com.

C) TransUnion www.transunion.com.

NOTE: Reports printed from the internet will ONLY be accepted UNTIL the hard copy arrives from the Credit Reporting Bureau. A Hard Copy MUST BE ORDERED and provided to your investigator

☐ List of ALL Debts / Financial Data Sheet. A copy of the most recent statement will be provided for each debt for comparison. (Financial Data Sheet will be provided at Event #1 to be turned in at Event #2 and MUST BE NOTARIZED)

☐ Notarized statement for each debt that is currently past due, behind or had been seriously delinquent including what the debt is for, why it is or was delinquent and when it became current

☐ Spouse / Partner's Occupation, employer with address and salary (Typed)

☐ All Arrests as defined for the purpose of this background investigation (definition to be provided at Event #1) 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 notarized 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**

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☐ Transit Adjudications Bureau (TAB) Printout (**ALL CANDIDATES** MUST GO IN PERSON TO OBTAIN)

NOTE: CALL FIRST. THIS AGENCY IS IN THE PROCESS OF MOVING. 347-643-5805

☐ ALL Documentation for ANY Past, Present or Pending Civil Litigation

☐ Proof of Child Support or Spousal Support Payments to include all Court Orders pertaining to these payments

☐ Driver's License with current address

☐ COMPLETE Certified Driver's History Abstract from EVERY state where a license was ever obtained or you have ever resided.

NOTE: Complete Certified Driver's Abstracts from the State of New Jersey CAN ONLY be obtained from The New Jersey Motor Vehicle Commission Headquarters located in Trenton, New Jersey

DO NOT GO TO A REGIONAL OFFICE IN NEW JERSEY AS THEY CAN NOT PROVIDE THE DOCUMENT REQUIRED FOR THIS PROCESS

☐ Registrations for all vehicles presently owned or leased by you or any member of your current household

☐ Proof of Insurance for all vehicles presently owned or leased by you or any member of your current household

☐ Letter from Insurance Company on company Letterhead regarding the status of all claims and your current standing with the company

☐ ISO Insurance Report (CLUE Report for all Personal Property and Motor Vehicle Claims) can be requested at http://www.choicetrust.com/servlet/com.kx.cs.servlets.CsServlet?channel=welcome&subchannel=clue. Select "BOTH REPORTS" under Order Options and follow the instructions supplying the requested information.

☐ Accident Reports WITH typed notarized statements by you as to the circumstances of the accident. These can be obtained from the jurisdiction where the accident occurred

☐ Parking Violations Bureau Printout (Within NYC) can be obtained from the New York City Department of Finance OR (Outside NYC) a letter from the local municipal court where you reside showing any parking violations recorded for vehicles owned or leased by you or any member of your current household. To locate the NYC Parking Violations Bureau closest to you visit http://www.nyc.gov/html/dof/html/contact/contact_visit.shtml on the web.

☐ Summons receipts for **EVERY** summons **EVER** issued to you (Proof of Satisfaction) **WITH** Notarized statement by you regarding the circumstances for EACH summons. Proof of Satisfaction can be obtained from jurisdiction where summons was issued or by canceled checks to the jurisdiction

☐ WEAPONS PERMITS (Firearms ID Card, Purchase Permits, Carry or Concealed Weapons Permit etc.)

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☐ Proof of Ownership or Lawful Possession for ALL Weapons and Proof of Disposition for All Weapons owned but disposed of **(YOU MUST PROVIDE A TYPED LIST THAT INCLUDES MAKE, MODEL, TYPE AND SERIAL NUMBER FOR ALL WEAPONS)**

☐ Civil Service and/or Chief's Test Results

☐ Selective Service Registration. Original Selective Service Cards **MUST** be presented to your investigator.

NOTE: Replacement cards may be obtained by going to www.sss.gov. Online verification can also be be obtained at the same website and may be provided to your investigator UNTIL the original card is received.

☐ 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 (Instructions to be given at Event #1. If you have or can access the Internet Personnel Management System (IPERMS) you will be asked for this information at Event #1)

☐ Military Discipline from all periods and components of service with

A) Notarized statement explaining circumstances surrounding discipline

B) Written verification from military components served on their letterhead that you have never been disciplined accompanied by (C)

C) Notarized statement by you affirming that you have had no military discipline

☐ Five (5) Personal References. References **CAN NOT** be immediate family members, supervisors or subordinates and **MUST** have more than casual personal knowledge of your character

☐ Proof of Residence. Acceptable proof of residence can be

A) Rental Agreement in your name
B) Mortgage paperwork in your name
C) Fixed Service Bill in your name (Cable / Satellite / Water / Sewer etc)
D) Notarized 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

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Candidate _____ Candidate #_____ Date: _____

☐ Typed Directions to your residence from 241 Erie Street Jersey City, NJ 07310 including landmarks.

NOTE: Use of internet mapping programs may be used to supplement the typed directions

☐ Birth Certificate accompanied by **certified translation from a company accredited by the American Translators Association (ATA) if not in English **** See Last Page ******

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

☐ Marriage Certificate accompanied by **certified translation from a company accredited by the American Translators Association (ATA) if not in English **** See Last Page ******

☐ Divorce or Annulment Documents accompanied by **certified translation from a company accredited by the American Translators Association (ATA) if not in English **** See Last Page ******

☐ Separation Paperwork accompanied by **certified translation from a company accredited by the American Translators Association (ATA) if not in English **** See Last Page ******

☐ Children's Birth Certificate's accompanied by **certified translation from a company accredited by the American Translators Association (ATA) if not in English **** See Last Page ******

☐ Death Certificate's for any children borne of you accompanied by **certified translation from a company accredited by the American Translators Association (ATA) if not in English **** See Last Page ******

☐ Death Certificate of Spouse (if widowed) accompanied by **certified translation from a company accredited by the American Translators Association (ATA) if not in English **** See Footnote ******

☐ ALL Records regarding of change of name, if applicable, accompanied by **certified translation from a company accredited by the American Translators Association (ATA) if not in English **** See Footnote ******

☐ Professional Licenses (Hack, Hunting, Pilot, Liquor, Medical etc.)

☐ Membership in or affiliation with any Labor Union, Fraternal or Social Organizations, whether private, public or professional

☐ Medical Records of ANY serious or prolonged injuries or medical condition

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

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ADDENDUM TO THE ACKNOWLEDGEMENT OF INSTRUCTIONS

All notarized statements will be submitted in **FULL DETAIL**. These statements will not leave any questions unanswered. Your investigator should have a full understanding of the circumstances for which the statement is provided. If your investigator does not have a clear and concise understanding of the statement, **YOU WILL BE REQUIRED TO SUBMIT ANOTHER NOTARIZED STATEMENT.**

All information listed on the **REQUIRED INFORMATION CHECKLIST** shall be submitted **NO LATER THAN EVENT #2**. Any other information requested by your investigator will be submitted within **ONE (1) WEEK** from the date of the request.

If any of the information listed on the **REQUIRED INFORMATION CHECKLIST** cannot be obtained by Event #2, or any other information requested by your investigator cannot be obtained within one (1) week from the date of the request, a **DETAILED** notarized statement containing the following will be submitted:

- ❑ The information needed or requested
- ❑ The name of the corporate or government entity and person that you contacted for the information requested
- ❑ The telephone number with whom you spoke including extension, if any
- ❑ The time and date that you made the request
- ❑ Proof that you made the request in the form of a certified mail receipt, cancelled check, facsimile transmission report showing the telephone number, date, time and status of the transmission or other verifiable means.
- ❑ The reason for the delay
- ❑ An estimated date that you expect to receive the information required

All notarized statements submitted **WILL BE TYPED on 8 ½" X 11"** paper.

All Documents submitted **WILL BE NO LARGER THAN 8 ½" X 11"** and contain the candidate's full name, candidate number and investigator's name. If an original document is larger than this, a photocopy will be made no larger than 8 ½" X 11" and submitted with the original for comparison.

It is incumbent upon ***** **YOU** ***** to provide the required information in the timeframe outlined above. Failure to do so will be viewed as a **FAILURE TO COOPERATE WITH YOUR INVESTIGATION** and your investigation for the position of Police Officer **WILL NOT PROCEED**.

Candidate Name	**Candidate Number**
Candidate Signature	**Date**

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Certified Translation Services in the NY/NJ Metropolitan Area

Globe Language Services
319 Broadway 2nd Floor
New York, NY 1000
212-227-1994

International Language Services, Inc
50 E 42nd Street #2301
New York, NY 10017
212-856-9848

Worldwide Language Services
63 Morris Avenue
Summit, NJ 07902
877-277-1427

The Language Center
25 Kennedy Boulevard, Suite 400
East Brunswick, NJ 08816
732-613-4554

In an effort to provide direction for those in need of translation services, a list of Translation Service Companies has been provided.

The list of companies above has been obtained from the American Translators Association (ATA) website at www.atanet.org or from the National Association of Judicial Interpreters and Translators (NAJIT) website at www.najit.org and is only a small representation of providers in this area.

It is the responsibility of each candidate in need of translation services to ensure that any company they choose to contract with is capable of providing Certified Document Translation Services and that they are currently certified or accredited to do so.

The Port Authority of New York and New Jersey does not endorse or recommend any of the above listed companies or represent that the services that they provide will satisfy our requirements.