



# Tulare County Sheriff's Department

Personnel and Training Unit  
5959 S. Mooney Blvd., Visalia, CA 93277  
1-800-757-9907 or 559-735-1825



Dear Applicant:

**Please read the instructions before beginning.** Do not write on the back of the application. Make copies if necessary. Please note that your ability to complete this form in a neat, timely, and accurate fashion is a very important part of the background investigation process.

You are responsible for the accuracy of information on this form. It is your responsibility to make certain the information is complete and correct. Please note that deliberate misstatements or omissions on this form will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. If you have questions regarding the form you may contact our office for clarification. If a question does not apply to you, write "N/A" in the space provided for your response to show you have read and understand the question.

Complete and return the **ORIGINAL Personal History Statement and Instructions** as soon as you can. It should be returned to the Sheriff's Personnel and Training Unit or mailed to the above address. There are several pages of instructions. It is recommended that you make a copy of them and the entire Personal History Statement after you complete it.

**Required Documents:** please note that all the items covered on this list are your responsibility to obtain and submit to this agency. It may take several weeks to arrange for some of these documents, so begin working on them at once. Do not delay completing your Personal History Statement form while waiting for these documents. Do not call the department to verify receipt of documents (use certified mail if you need a receipt).

The following **original documents** must be brought to Personnel and Training for inspection, *certified copies will be made* and the originals will be returned to you (with the exception of the DMV H-6, where Personnel and Training will retain the original and will provide a copy to you upon request) :

- California Driver's License
- County Issued** Birth Certificate (**original or certified copy from originating county only**)
- California Department of Motor Vehicles H-6 Printout
- Proof of Automobile Insurance\* (**see below**)
- High School Diploma
- College Diploma(s)
- County Issued** Marriage Certificate for each marriage (**original or certified copy from originating county only**)
- Social Security Card

**Photocopies** of the following must be submitted:

- High School transcripts\* (**see below**)
- College transcripts\*(**see below**)
- Professional Training Certificates
- County issued final Dissolution/Annulment Order for each marriage dissolved
- DD 214 - Military Discharge (long form), along with any awards or decorations you received
- Selective Service Number (when applicable) 1-847-688-6888 or internet <http://www.sss.gov>
- A copy of any traffic collisions reports in which you have been **named the driver** within the past 3 years
- A copy of any police reports in which you were **arrested** (non-sworn applicants supply **convicted** only)

**\*Insurance:** If your name does not appear on your Insurance Card because you are not the Primary Policy Holder, please provide proof of coverage under the Primary Policy Holder's plan.

**\*Transcripts:** MUST be mailed directly from the issuing institution or agency directly to the address listed above. These must be certified or official copies which bear a raised/original seal. They will not be returned. If transcripts are mailed to you personally, please do not open them as it will void them as being official copies; please provide them to your Background Investigator promptly.

**Notarized WAIVERS are required.** A waiver will be provided to you by the Personnel and Training Unit. Personnel and Training has a Notary Public who will notarize your waiver free of charge.

When your application is assigned to a Background Investigator, you will be contacted. If you have a change of address, new phone number, new employer, or if you accept employment elsewhere, decide to withdraw or waive, please notify this office immediately.