

# APPLICANT CHECKLIST

Have you included the following items in your application packet to be submitted to the Public Safety Academy?

**Required (do not send original documents, no documents will be returned to you):**

- F-3 Personal History Statement (last page must be notarized)
- List work and home telephone numbers for your spouse and/or your ex-spouse(s) on the Personal History Statement (F-3)
- Waiver and Authorization to Release Information Form (must be notarized)
- Informed Consent Form (must be notarized)
- Release of Information to Law Enforcement Agencies Form
- Notice and Authorization to Use Consumer Credit Report Form
- Authorization for Release of Information for the ALET program
- DPS CJIS Personnel Security Clearance Form and User Agreement Form
- F-2A and F2-B Health Questionnaire and Medical Examination Report
- Birth Certificate (if current name differs from that on the birth certificate, provide court documents showing name change)
- Clear photocopy of driver's license, state-issued ID, or other governmental photo ID
- Either high school diploma or General Education (GED) certificate
- FOUR completed fingerprint cards if ink, TWO completed fingerprint cards if Live Scan
- Health insurance information sheet
- University of Alaska Southeast Application for Admission

**Required, if applicable:**

- Post secondary degree or certificate
- Certified College transcripts
- Current Police Officer Certification
- Military discharge or separation papers showing date and type of discharge (i.e. form DD214, Long Form)
- Military Police or Security Officer Certificate of course completion (must include MOS)
- Any other letters of recommendation, employment evaluation, certifications, etc., you may wish to include.

**This checklist is for your convenience only.**