



Tulare County Sheriff's Department

Personnel and Training Unit

833 S. Akers Street, Visalia, CA 93277

1-800-757-9907 or 559-802-9495



Dear Applicant:

Please read the instructions before beginning. Do not write on the back of the Personal History Statement form. Please note your ability to complete the PHS in a neat, timely, and accurate fashion is a very important part of the background investigation process. You are responsible for the accuracy and completeness of the PHS. Deliberate misstatements or omissions in the PHS will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. If you have questions regarding the PHS, 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.

It is recommended you begin filling out your PHS promptly. When eligible, you will receive a call from the Background Investigations Unit, who will request you submit your PHS and credit check paperwork at that time. Please note: It is your responsibility to make any updates to your PHS should any changes occur prior to turning it in. It is recommended you make a copy of the entire PHS *after completing it* for your records.

Required Documents: Please note all of 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 PHS 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 at the time of your PHS interview, where *certified copies will be made* by TCSO personnel 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**)
- Proof of Automobile Insurance* (**see below**)
- High School transcripts* (**see below**)
- Social Security Card

Photocopies of the following will be made by TCSO Staff, so originals must be submitted:

- 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>

***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:** Should be mailed directly from the issuing institution 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.

Only when your application is assigned to a Background Investigator will you be contacted to begin the background process. Please hold all documents until you've been contacted. If you have a change of address, new phone number, new employer, or if you accept employment elsewhere or decide to withdraw, please notify this office immediately.

Revised 08-01-2018