



# Tulare County Sheriff's Department

Personnel Bureau

833 S. Akers Street, Visalia, CA 93277

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



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 understood 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 the Personnel Bureau 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:

- California Driver's License
- County Issued** Birth Certificate (**original or certified copy from originating county only**)
- Proof of Automobile Insurance\* (**see below**)
- High School Diploma
- College Diploma(s)
- High School transcripts\* (**see below**)
- College transcripts\*(**see below**)
- 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:

- 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 <https://www.sss.gov> (Check Registration)

**\*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 hold until requested by the Background Unit or provide them to your Background Investigator promptly if one has already been assigned.

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

**Your name has been placed on an eligibility list. Please hold all documents until you've been contacted by the Background Unit to bring in these items. If you have a change of address, new phone number, new employer, if you accept employment elsewhere, or decide to withdraw, please notify this office immediately.**