



AHOSKIE POLICE

TROY E. FITZHUGH
CHIEF OF POLICE

Documentation Required for Background Investigation

1. **Town of Ahoskie Application**
2. **High School Diploma & Transcripts** – Either an original or certified copy bearing an official seal and original signature of a person representing the board of education.
3. **College Diploma & Transcripts** – (if applicable) either an original or certified copy bearing an official seal and original signature of the College or University Registrar.
4. **Military DD214 Form**—(if applicable) Original or certified copy marked as an official replacement.
5. **Fingerprint Submission** – Ahoskie Police Department when submitting application
6. **Social Security Card** – Copy of an original or replacement
7. **North Carolina Operator's License** – A copy of current and valid NC Driver License bearing the correct address.
8. **Birth Certificate** – Original or certified copy bearing official seal or signature of the issuing authority.
9. **Certificate of Naturalization** – (if applicable) The Background Investigator will make a copy of the original document and return the original to you.
10. ***Driving History Record** – An official in state and out-of-state (if applicable)
11. ***Ahoskie Police Department Release of Information Form** – Must be notarized
12. ***Form F-3** – Must be completed in its entirety, accurately and honestly, and notarized.
13. ***Criminal History Record** – Contact the Clerk of Court in every county you have resided since age sixteen (16) and obtain an official criminal history. Original copy bearing the seal and signature of the Clerk of Court is mandatory. This document is required even if you have never been charged with a crime in the county you resided.

You are to obtain an official copy of every original charging document (Citation, Ticket, Criminal Summons, Warrant for Arrest, etc.) that you have ever been charged on, regardless of the outcome (Including PJC, Deferred Prosecution, Not Guilty, and Dismissed). If the charging document does not show a clear understandable disposition you will be required to obtain an official disposition sheet. Both documents are available at the Clerk of Court in the county in which you were charged.

All items marked with a "*" should be dated within 90 days of submission.

Background investigations cannot be completed until all of the required documentation is submitted.