



INDIAN RIVER COUNTY SHERIFF'S OFFICE

PROTECT  PREVENT  SOLVE

DOCUMENT CHECKLIST

Copies of the following documents are required to be submitted with the application:

- BIRTH CERTIFICATE
Must be a government issued birth certificate. Hospital-issued birth certificates not accepted.
- High School Diploma or GED
If a diploma is not available, an official transcript issued by the school district from which you graduated must be submitted. If *GED*, provide a copy of the certificate.
- College Degree
A sealed, official transcript is required for the highest degree awarded along with the diploma.
- Military Documents
You must provide a DD214 (Member 4 copy) issued for each period of active duty you served.
- Driver's License (or state-issued I.D. card) and Social Security Card
- Marital History
All past and present marriage certificates and dissolution of marriage documents must be submitted.
- Adoption or legal Name Change
Submit a copy of the final court order of adoption. If you ever had any portion of your name legally changed, not including marriage, provide a copy of the court order.
- Certificate of Naturalization/Other Documents
Provide a copy of your Certificate of Naturalization. Non-U.S. citizen applicants for civilian positions must provide Permanent Resident Alien Card (1-551) or Employment Authorization Card (1-766).
- Letters of Recommendation (Not applicable to Volunteer/Intern applicants)
Provide a copy of three letters of recommendation from persons you have known for at least three years. Letters must be dated within the last twelve months, contain a contact phone number, and cannot be written by any of the persons listed as personal recommendations on your application.
- FDLE/CJSTC Documents (Deputy Sheriff applicants only)
Provide a copy of your basic training certificate or your compliance course certificate, your state exam grade document, and a document showing successful completion of an FDLE approved Physical Ability Test taken within two years of the date you submit your application. If applicable, provide a copy of any out-of state law enforcement/corrections certification document.