

N.C SHERIFFS' STANDARDS DIVISION – APPLICATION CHECKLIST (2/2025)

Name _____
SS# _____ DOB _____

Certification Type

_____ Deputy (Full or Res) DAP/Oath _____ Active _____ Inactive
_____ Detention Ofc (Full or Res) DAP _____ Active _____ Inactive
_____ Telecomm (Full or Res) DAP _____ Active _____ Inactive

Documents

_____ FINGERPRINTS: SBI Letter _____ NDI DATABASE Search: Date _____

_____ REPORT OF APPOINTMENT - Dep/DO (F-4)- TEL (F-4T)
Signed by App _____ Signed by Sheriff/Authorized Rep _____

_____ Prior year In-Service with Completed w/Prior Agency Yes / No (If no, must be completed prior to submission of packet)

_____ FIREARMS STATUS _____ Date _____
Handgun (day/night) _____ Combat Course (day/night) _____ Shotgun (day/night) _____

_____ AUTHORIZATION FOR RELEASE OF INFO (Sheriff's or STDS Release form)

_____ MEDICAL HISTORY STATEMENT (F-1) Signed by Examiner & Applicant _____
Date _____ Within 1 year of DAP? Yes _____ No _____

_____ MEDICAL EXAMINATION REPORT (F-2)
Signed by Examiner _____ Date _____ Within 1 year DAP? Yes _____ No _____

_____ DRUG SCREEN Date: _____ Within 60 days of employment? Yes _____ No _____

_____ HIGH SCHOOL DIPLOMA or EQUIVALENT _____

_____ PSYCHOLOGICAL EVALUATION (Required 1/2022-present) Date: _____

_____ AOC-CR-280 FORM (Required for applicants sworn or appointed 1/1/2021 or later)

_____ PERSONAL HISTORY STATEMENT (must be within 120 days of employment)

_____ BACKGROUND SUMMARY (F-8): Date Signed _____ (Must be within 120 days of employment).
Potential Certification issues addressed and noted on F8?

_____ CRIMINAL HISTORY CHECKS: County/state records checks from each jurisdiction where the applicant resided **since their age of majority**. AOC _____ Enterprise Justice / Odyssey _____ Out of state (DCI IQ / If state will not respond to DCI IQ, agency must obtain a records check from **both** the municipality, city, or town where the applicant resided and the county-wide Sheriff's Office or a records check from the county-wide or state-wide records holding agency) _____.

_____ Certified copies of any summons, warrants, indictment and dispositions are included in the packet.

_____ Detailed written statement addressing circumstances surround the charges are included in the packet.

_____ If a lateral transfer, previous agency was contacted and reason for separation noted on F-8.

_____ Deputy - Training Completed (Eff 7/1/24 Dep must have BLET)

_____ Out-of-state transfers – Memo on agency letterhead stating 2 years full-time sworn service & copy of basic training certificate. _____ If prior military, results of the military record check included with the packet. _____

_____ Copy of driver license history included in packet. Out-of-state: DCI KQ can be used if allowed by state

_____ Credit History (Reviewed and compared to information of Personal History Statement.)

PERSONAL HISTORY STATEMENT (FORM F-3)

Signed by Applicant and Notary _____ Date _____ (w/in 120 days of DAP) **DAP** _____

- #13 addresses for full 10 yrs?
- #16C supporting children?.....
- #21 civil judgements?
- #26 Denial of employment?.....
- # 27 Prior Cert issues?.....
- #28 discharged, request to resign?.....
- #29 full 10 yrs or explanation?.....
- Discharge/request to resign?
- # 36, 37military problems?
- #40, 41, 42 Drug Usage?
- # 43 DVO, ex-parte?
- # 44 criminal charges?
- # 45 firearms disqualification?.....
- # 46 DVO w/ deadly weapon?
- #47 felony?
- # 48 probation?
- # 49 court-imposed fine?.....
- #52A&B Suspended/Revoked & Reinstated?.....
- Are all questions answered?

	#1 NAMES:				
#12A HS					
# 13 addresses					
#36 military Is DD-214 attached for each discharge? _____					
#50 &51 DMV	NC				
	OTHER –				
NCIC/III					
AOC / Odyssey / Enterprise Justice					

NOTE: F-3, F-8 and Records checks must be dated within 120 days of **Date of Employment!**