



# Criminal Justice Academy Document/Fee Requirements

Please inventory and submit documents in the order that they are listed and individually.

<input type="checkbox"/>	1.	Copy of <b>birth certificate</b> or signed affidavit verifying naturalization of U.S. citizenship
<input type="checkbox"/>	2.	Copy of <b>Marriage license</b> , adoption papers or any name-change documents
<input type="checkbox"/>	3.	Copy of <b>High School Diploma</b> . If you cannot secure your H.S. Diploma, then submit transcripts in a sealed envelope (no exceptions). Or, if applicable, copy of <b>GED scores and diploma</b> .
<input type="checkbox"/>	4.	Any/all official <b>college transcripts</b> , including technical institutions (no exceptions).
<input type="checkbox"/>	5.	Copy of a signed <b>Social Security card</b> . If your name has changed, you must get a new Social Security card with the correct name.
<input type="checkbox"/>	6.	Copy of a valid and <b>current driver's license</b> <u>with current address</u> . If you have turned 21 years of age, have your driver's license updated.
<input type="checkbox"/>	7.	Copy of <b>Driver's license status</b> : <a href="https://www6.hsmv.state.fl.us/DLCheck/main.jsp">https://www6.hsmv.state.fl.us/DLCheck/main.jsp</a>
<input type="checkbox"/>	8.	Any/all <b>arrest records/dispositions</b> from the Clerk's Office where occurrence took place.
<input type="checkbox"/>	9.	If applicable, copy of <b>Military Discharge DD214</b> long form.
<input type="checkbox"/>	10.	Copy of <b>Health insurance</b> card or you must purchase school

		accident Insurance (\$11.00 fee) at <a href="http://www.schoolinsuranceagency.com">www.schoolinsuranceagency.com</a> and submit copy of member card.
<input type="checkbox"/>	11.	<b>CJSTC Form 75B</b> (completed by physician authorizing pepper-spray). Please ensure physician's mailing address is included in the lower signature portion.
<input type="checkbox"/>	12.	<b>Passing CJBAT</b> Score Sheet
<input type="checkbox"/>	13.	Pages 10-12 and 14 needing <b>notarization</b> must be signed and dated in the presence of a Notary. Ensure the dates of signatures for both parties are identical.
<input type="checkbox"/>	14.	<b>Non-Refundable Application Fee (\$15)</b> – Is to be paid before you drop off your application with Mr. Gough. You must bring receipt on the same day of application drop off.
<input type="checkbox"/>	15.	<b>Florida Residency Form - (We have attached this form to the e-mail)</b> At application drop off – Applicants will have to submit documentation that they (or a parent or legal guardian if a dependent) has been a Florida resident for at least 12 months prior to the first day of classes. Submit form when you drop-off application to the academy secretary and copies of at least two of the documents must be submitted with dates that show evidence of the 12 month qualifying period (Ex: driver's license, vehicle registration, FL voter registration card). Other options are on the form.
<input type="checkbox"/>	16.	<b>\$75.00 Fingerprint Fee – If you are a <u>Corrections candidate</u>, come prepared to remit your \$75 Fingerprint fee <u>AFTER</u> your Drop-off Appointment and after approval of the Florida residency form. If you are a <u>Law Enforcement candidate</u>, do not remit \$7t payment and await acceptance and direction prior to remitting and payments.</b>

**All documents must be compiled in the order listed and individually at the time of Application Drop-Off. It is recommended you review and re-review the above inventory list to ensure all documents and actions required are not outstanding. If they are missing, Mr. Gough will not accept your submission and you will be rescheduled if it is incomplete. Thank you!**