

Required Documents

The Sacramento County Probation Department requires that all applicants who desire to be considered for employment submit copies of the following documents. These documents should be returned with your Personal History Statement.

A copy of your birth certificate	• Available from the Registrar of Vital Statistics in the county of your birth.
A copy of your California driver's license	• Must be obtained prior to appointment.
A copy of your out-of-state driver's license, if applicable	
A copy of your marriage certificate	
A copy of your Divorce Complaints, Decrees, and Dissolutions	• Papers must indicate a final divorce was granted.
A copy of your Associate's or Bachelor's diploma	
Official College Transcripts and Degrees	• Available from the Admissions and Records Office. They must be submitted in their original sealed envelopes.
A copy of your current Automobile Insurance Policy, Insurance Binder, or other proof that you are complying with Sections 16020 and 16021 of the California Vehicle Code	• Available from you insurance agent. This document must show your name, name of carrier, policy number, and expiration date.
A copy of your Military Service Discharge or Form DD-214	
A copy of your Selective Service Registration Number	• All male United States citizens and male aliens living in the United States born on or after December 31, 1959, between the ages of 18 and 25 years old are required by law to register for the Selective Service. Selective Service website http://www.sss.gov
A copy of each Accident report in which you were named a driver in the incident	• At fault or not at fault within the past seven (7) years.
A copy of each Police report in which you were arrested or named as a suspect whether or not you were Charged or convicted	• Available through the County District Attorney's Office or the Law Enforcement Agency.
A certified copy of any Civil Judgement	• Against you within the past seven (7) years.
A copy of your Naturalization Certificate	• Include a copy of your application for citizenship if yet to be obtained.
Copies of any Employee Evaluations	• Documentation which reflects performance or conduct.