SAN FRANCISCO DEPARTMENT OF EMERGENCY MANAGEMENT

The following are required prior to the initiation of the Background Investigation for the position of Public Safety Dispatcher:

- Personal History Statement completed and signed by the applicant.
- Authorization to Release Information with applicant’s notarized signature.
- Passport-type photograph. This is a digital photography of the applicant, shoulders up, looking directly at the camera and having a stark white or off-white background.
- Copy of Original/Certified Birth Certificate with original available for Authentication and/or documentation to support eligibility for employment in the United States per 8USC1324a
- Copy of Social Security Card with original available for verification
- Copy of current California Drivers License with original available for verification
- Copy of Dissolution of Marriage, if applicable
- Official High School transcripts, ordered from the applicant’s high school, in sealed envelope and mailed directly to background investigator from the high school(s)
- Official College transcripts, ordered from each college/university, in sealed envelope and mailed directly to background investigator from the educational institution(s)
- Copy of DD-214 Military Discharge (Long Form), if the applicant served in the military, with the original available for authentication
- Copy of current vehicle registration(s)
- Copy of proof of vehicle liability insurance
- Driving Record (10 years) obtained from DMV (Not available on-line) by the applicant within the past 60 days.