

Cass County Sheriff's Office Regional Training Academy

Applicant Checklist

Name: _____ Agency: CCSO / _____

- ☐ Enrollment Application / CCSO Employee
- ☐ Invoice / Deposit / Full Payment
- ☐ Sign Pre-Entrance Requirements
- ☐ Waiver, Release and Indemnification Agreement (non-CCSO Recruits only)
- ☐ Copy of Certified Diploma or Official Transcript
- ☐ Copy of Certified U.S. Birth Certificate or U.S. Passport or U.S. Naturalization Documentation
- ☐ Copy of 'Name Change' documents: Marriage License / Divorce Decrees / Other Court Orders
- ☐ Copy of Current Valid Driver's License
- ☐ Copy of Military DD-214 Form *(if applicable)*
- ☐ ITI Records Check
- ☐ Criminal History Background Check
- ☐ Law Enforcement Reports *(If applicable)*
- ☐ Medical Release
- ☐ Issued copy of Rhabdomyolysis Information Sheet
- ☐ Fingerprints – Private Pay / In-House
- ☐ Transaction Identification Number (MACHS Fingerprint): _____
- ☐ Legal Questionnaire
- ☐ Peace Officer License Application
- ☐ POST Release Authorization
- ☐ Meeting with Director: DATE/TIME: _____

IF THEY HAVE CRIMINAL BACKGROUND:

Please attach certified copies of Police Reports & Court Records

To be completed by academy personnel

File Started: _____

Accepted? YES NO

File Completed: _____

If NO, please attach associated paperwork

updated 07/2020