

HP-720

APPLICANT PACKAGE CHECK-OFF LIST INSTRUCTIONS

CHECK LIST - As each requested form and/or document is **completed and included** in your application package (if applicable), check off the appropriate block indicating that it has been enclosed and completed as instructed.

NOTE:

1. Birth Certificates **must be certified copies or a notarized copy** of the original.
2. **Official, sealed high school transcripts** or G.E.D. certificates are required. Also, **Official, sealed** transcripts from any college, university or community college attended. Photocopies of diplomas will be accepted. **DO NOT** send originals.
3. **Certified copies** of local and state criminal / driving histories from **each** state you have lived in, been stationed in while in the military, **or** have been arrested or charged with a criminal / driving offense in since the age of 16 years old. These criminal histories should include charges and dispositions for **all charges** (traffic, civil, misdemeanor, felony) not just conviction data. Criminal / driving histories printed from internet websites **will not be accepted**.
4. All certified criminal / driving histories must be **NO MORE** than (90) days old from the date your application is submitted.
5. DD-214 military discharge documents must include page #2 that indicates the character of service and type of discharge.
6. Due to the amount of information requested and documentation required to process your application package, **DO NOT** include copies of certificates, letters of reference or other items not specifically requested.

APPLICANT SIGNATURE AND DATE - Prior to sealing and mailing your application package, **you must sign and date the HP-720 form** indicating that you agree to **all** of the terms and conditions contained within the package **and include it with your completed package**.

Any form(s) not completed as instructed will be returned to the applicant for corrections. An application package is not considered complete until **all** required forms and documents have been received and reviewed by the N.C. State Highway Patrol Administrative Services Section.

In order to be considered for the next Basic Highway Patrol School, it will be the applicant's responsibility to ensure that a completed application package is received and dated by the N.C. State Highway Patrol Administrative Services Section PRIOR to any posted application deadline.