



WHITE LAKE POLICE DEPARTMENT

CHIEF OF POLICE E.BRUCE SMITH

1879 WHITE LAKE DR. PMB 7250
WHITE LAKE NC 28337
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Documentation Required for Background Investigation

1. **Town of White Lake Application**
2. **High School Diploma & Transcripts** – Either an original certified copy bearing an official seal or original signature of a person representing the board of education.
3. **College Diploma & Transcripts** – (if applicable) either an original or certified copy bearing an official signature of College or University Registrar.
4. **BLET Certificate** - The Background Investigator will make a copy of the original document and return the original to you.
5. **Military Discharge Form DD214** (If Applicable) Original or certified copy marked as an official replacement.
6. **Fingerprint Submission** – White Lake Police Department when submitting application.
7. **Social Security Card** – Copy of an original or replacement.
8. **North Carolina Operator's License** – A copy of current and valid NC Driver License bearing the correct address.
9. **Birth Certificate** – Original or certified copy bearing official seal or signature of the issuing authority.
10. **Certificate of Naturalization** – (if applicable) The Background Investigator will make a copy of the original document and return the original to you.
11. ***Driving History Record** – An official in state and out-of-state (if applicable)
<https://www.ncdot.gov/dmv/online/records/>
12. ***White Lake Police Department Release of Information Form** – Must be notarized.
13. ***Form F-3** – Must be completed in its entirety, accurately and honestly, and notarized. [Forms & Publications - NCDOJ.gov](#)
14. ***Criminal History Record** – Contact the Clerk of Court in every county you have resided since age sixteen (16) and obtain an official criminal history. Original copy bearing the seal and signature of the Clerk of Court is mandatory. This document is required even if you have never been charged with a crime in the county you resided.
15. ***Credit History Report** - Credit Reports are available at www.annualcreditreport.com or by calling 1-877-322-8228.)

You are to obtain an official copy of every original charging document (Citation, Ticket, Criminal Summons, Warrant for Arrest, etc.) that you have ever been charged on, regardless of the outcome (Including PJC, Deferred Prosecution, Not Guilty, and Dismissed). If the charging document does not show a clear understandable disposition you will be required to obtain an official disposition sheet. Both documents are available at the Clerk of Court in the county in which you were charged.

All items marked with a "*" should be dated within 90 days of submission.

The failure to provide any of the documents requested will remove you from the application process.