

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
Police Department Background Investigation Unit



Document Check-Off List

PLEASE SUBMIT THE FOLLOWING:

- ☐ PERSONAL HISTORY STATEMENT
- ☐ AUTHORIZATION FOR RELEASE OF INFORMATION (Signed by a notary)
- ☐ AUTHORIZATION FOR CONSUMER REPORTS (Signed by a notary)
- ☐ OFFICIAL HIGH SCHOOL TRANSCRIPT FROM THE HIGH SCHOOL WHERE YOU GRADUATED OR AN OFFICIAL G.E.D. TRANSCRIPT.

- ☐ OFFICIAL TRANSCRIPT FROM ANY COLLEGE OR UNIVERSITY ATTENDED.

NOTE: **ONLY TRANSCRIPTS IN THE SEALED ENVELOPE OF THE SCHOOL OR COLLEGE ATTENDED CONSTITUTES AN "OFFICIAL TRANSCRIPT."** *TRANSCRIPTS CAN BE MAILED TO THE ADDRESS PROVIDED BELOW.*

- ☐ DRIVING TRANSCRIPT FROM THE STATE DMV WHERE LICENSE WAS ISSUED (*IF LICENSED IN THE LOCAL AREA BRING TRANSCRIPT WITH YOU, OTHERWISE REQUEST TO HAVE IT MAILED TO THE ADDRESS BELOW*)

- ☐ BIRTH CERTIFICATE
- ☐ G.E.D. (*if applicable*)
- ☐ SOCIAL SECURITY CARD
- ☐ MILITARY DD214, MEMBER-4 PAGE (*if applicable*)
- ☐ DRIVER'S LICENSE
- ☐ PASSPORT (*if applicable*)

- ☐ IF NATURALIZED CITIZEN, BRING **ALL** DOCUMENTS WITH YOU ON SCHEDULED INTERVIEW DATE (*Naturalization Certificate, Passport, etc.*)

COPIES OF ALL OF THE ABOVE DOCUMENTS WILL BE RETAINED IN THIS OFFICE AND YOUR ORIGINALS WILL BE RETURNED TO YOU AT THE TIME OF YOUR INTERVIEW.

PLEASE BRING THIS FORM WITH YOU ON THE DAY OF THE INTERVIEW. CHECK OFF THE ITEMS YOU ARE TO BRING AND INDICATE THE DATE OF ANY ITEM(S) YOU HAVE REQUESTED TO BE MAILED TO THIS AGENCY.

Have all transcripts mailed to: MWAAP Police Department
West Lab Building – MA-310 ESU
Ronald Reagan Washington National Airport
Washington, D.C. 20001-4901

IF YOU HAVE ANY QUESTIONS, CONTACT THIS OFFICE AT (703) 417-8202