



# SAVANNAH CHATHAM POLICE METROPOLITAN

## Instructions to the applicant

1. Fill in the online application – **do not submit until** you have completed the next steps below. **You will have to upload all of the documents listed on this page (except where indicated differently) to the application system in a clear PDF format before clicking the submit button.**
  - a) Additionally, please provide complete information for family members, employment, and personal references as indicated in the online application. **This includes complete name, address, contact telephone number, and supervisor’s name (for employment verification).**
  
2. Please upload, clear, legible copies of the following documents:
  - a. Valid Driver’s License
  - b. Signed Social Security Card
  - c. Birth Certificate
  - d. High School Diploma or GED certificate
  - e. College Diploma (if applicable)
  - f. DD-214 long form (Member-4) with type of discharge and re-entry code (if applicable) – **or** Letter of Good Standing from Commanding Officer **if still active, national guard or reserves until DD214 is received**
  - g. Naturalization Certificate (if applicable)
  - h. An official copy of SAT or ACT standardized exam scores from high school or ASSET, CPE, Compass, or Accuplacer standardized exam scores from college. If none of these exams have been taken, please take the Accuplacer exam at an accredited technical college and provide a copy of scores for reading, writing (sentence structure), and math (arithmetic)
  
3. **Additionally, have your official, sealed high school or GED transcript, and your college transcript (if degree was earned) mailed to our office: SCMPD, Attn: Recruiting Unit, 201 Habersham Street, Savannah, GA 31401.**

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If **ALL** documentation is not uploaded to the application system as instructed (except for school transcripts, which have to be mailed), your application will be incomplete and **will not be processed**. You **will not be allowed to begin the testing process until your application is complete**. Please download, print, sign, and date this form. Once complete, please upload to the online application as well.

I acknowledge that **I have read and understand** the instructions provided above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_