



SAVANNAH POLICE

To Serve, Protect and Build Trust

SavannahPD.org



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)
3. **Additionally, please have the following documents sent to our office: official, sealed high school or GED transcript, your college transcript (if degree was earned), and college placement scores (ACT, SAT, COMPASS, CPE, ASSET, or ACCUPLACER) mailed to our office: SPD, 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: _____