

Illinois Department of Corrections Screening Documents Required

Applicants will not be permitted to test without bringing a PHOTOCOPY OF EACH DOCUMENT listed below:

- Valid Driver's License (must also bring original license to test date)
- Birth certificate or a certified letter of birth verification from the courthouse. Out of country birth certificates must be translated.
- High School diploma (or high school transcript showing date of graduation) or G.E.D. equivalency certificate

The following photocopies are required at time of testing if they pertain to applicant:

- College transcripts or diploma or both, if applicable.
- Selective Service System registration number. To obtain your registration number if you are a **male between 18 and 26 years old**, contact the selective service office at **(847) 688-6888** or website at www.sss.gov to obtain your registration number.
- Verification of citizenship: If you were born in the United States, this does not pertain to you. If you are a naturalized citizen of the United States you must have a photocopy of your Naturalization Certificate or U.S. Passport. If you are not a citizen or a naturalized citizen you must have a **photocopy** of your permanent resident card.

If you are current or former military the following documentation is required:

- Certified** DD214 - (**Member 4 edition**) or NGB22 of your military discharge.
 - ✓ **If you are currently serving in the National Guard or Reserves, you must also have a signed letter from a commanding officer on military letterhead with the following information:**
 - Date of Entry
 - Estimated time of Release
 - Current Rank
 - Character of Service, i.e., Honorably Serving

These documents must be completed prior to testing date, and brought to the screening date. Applicants will not be permitted to test without these completed documents:

- Applicant Information Sheet
- Background Investigation Release and Consent
- CMS100 application- Provide all employment since high school graduation or eighteenth birthday, including any periods of unemployment. **Complete/current address and zip code information for all previous employers prior to test date.**
- Employment Reference Check (doc0037)- A minimum of 3 employment reference checks is required or 1 for every employer over the past 5 years. **Applicant should only fill out the address portion for each employer; sign and date in the upper right hand box, and bring to screening date. Screening unit will send out to employers for completion.**
- Any applicant with tattoos must be prepared to electronically send photos of all tattoos with descriptions of each tattoo when requested by the Illinois Department of Corrections.**