

Instructions to Applicants

Please read through the material enclosed. If you have any questions, call or email these contacts:

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Go to the [NC Criminal Justice Training and Standards Commission](http://www.nc-criminaljustice.com) website and download the F-1, F-2 and F-3 forms.

1. Begin by completing the state mandated forms. Start with the **F-3** Personal History statement, as it will be the most time-consuming. You must fully complete all information as completely and truthfully as possible. The last page of this form also requires notarization. Once completed, take the **F-3** to your sponsoring agency for their sponsorship or hiring process. **Make copies of this information to retain for your records.**
2. Once you have attained a sponsorship from a **public law enforcement agency**, it is required that you be medically cleared by a physician. Included in your package are two medical forms; a Medical History Statement, and a Medical Exam Report. **(F-1, F-2). Please take these two forms with you to your physician. Make sure the last pages are signed legibly.**
3. Upon completion of the above, **The N.C. Criminal Justice Training and Standards Commission requires the following documents be submitted to the school director before you may be admitted to the Academy.**

- Signed [Letter of Sponsorship](#)
- [Completed F-1 Medical History Statement](#) (download form before completing)
- [Completed F-2 Medical Exam Report](#) (download form before completing)
- [Completed F-3 Personal History Statement](#) listing residences since the age of 16
- Copy of a Criminal History Check from every county of residence since the age of 16
- DD214 to include Criminal Record Check from every county where applicant was stationed
- Copy of Driver History Check
- Copy of High School Diploma
- Copy of Driver's License
- Copy of Social Security Card
- Copy of Birth Certificate
- Copy of documentation of reading comprehension exam within the preceding year

(Remember, the Reading Comprehension scores must be documented as a separate score)

4. Your text books must be ordered from the *NC Justice Academy book store*.

Phone 910-525-4151 ext. 310, for more information. This is not an option. **YOU MUST HAVE CURRENT BOOKS.** The books will be shipped directly to you.