DEPARTMENT OF INVESTIGATION
BACKGROUND INVESTIGATION UNIT
CHECKLIST FOR FULL BACKGROUND PACKAGE

The following documents must be included and notarized where it is indicated.

1. BACKGROUND QUESTIONNAIRE
   Note: Sections referring to education, employment, finances and income tax filing must be thoroughly completed. Otherwise, the background investigation will not be opened.

2. FEDERAL TAX RELEASE
   This release only gives the Department of Investigation permission to verify the filing of the applicant’s Federal income taxes for the tax years indicated.

3. STATE TAX RELEASE
   This release only gives the Department of Investigation permission to verify the filing of the applicant’s State income taxes for the tax years indicated.

4. STOP CREDIT DISCRIMINATION IN EMPLOYMENT ACT (SCDEA) COMPLIANCE FORM
   This form determines a review of the employee’s credit history is required. If required, the review will be conducted by the Department of Investigation.

5. TERMS AND CONDITIONS OF APPOINTMENT FORM
   Signed by personnel agency.

6. AUTHORIZATION FOR RELEASE OF INFORMATION PURSUANT TO A BACKGROUND INVESTIGATION BY THE NEW YORK CITY DEPARTMENT OF INVESTIGATION FORM
   This form needs to be notarized.

Other: If a foreign degree or a naturalized certificate of citizenship were obtained, please provide the original for review at the time of appearing at DOI.

If you are not an American Citizen, provide the original document that permitted entry into the country or permission to work.

*NOTE: New York City Department of Investigation (DOI) fee of $250.00 will be processed through a payroll deduction.