

**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. This form needs to be notarized.

 - _____ 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. **TERMS AND CONDITIONS OF APPOINTMENT FORM**
Signed by personnel agency.

 - _____ 5. **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.**