



POLICE ACADEMY EMPLOYED RECRUIT FINAL CHECKLIST

Applicant Name: _____

Applicant: Please initial each line to the left of the required document, indicating the document is included.

_____ **Candidate's Personal History Statement (MCOLES form)** Make certain all questions are answered completely and truthfully but **do not sign the form until present with our MCOLES Field Representative**. This form must be signed in the presence of the Field Representative. Turn it in completed EXCEPT for the signature. You will be denied entry to the program, or dismissed from the program, if inconsistent or untruthful responses are found. Errors or omissions on this form are considered incidents of fraud. Found at https://www.michigan.gov/-/media/Project/Websites/mcoles/TD-Webpage/personal_history_statement-rev-5-20-13.pdf?rev=68d24d557d4a4a8cbfaaf4c27a74c2eb

_____ **Physician Statement of Applicant's Medical Condition (MCOLES form)**. The form should be completed by an Occupational Health Doctor (prior to your appointment go through the list of required tests with the doctor's office). (*Fee involved*)

_____ **Medical History Statement (MCOLES form)** – submit to your physician at the time of physical examination).

_____ Completed **LiveScan form (MCOLES form)** showing fingerprints. (*Fee involved*)

_____ Proof of passing the **MCOLES Reading/Writing test**. (*Fee involved*)

_____ Proof of passing the **Pre-Enrollment Physical Fitness test**. (*Fee involved*)

_____ Copy of the front and back of your **driver's license**.

_____ Copy of your **birth certificate** and any changes of legal name.

_____ **Transcripts** have been requested and sent to the Registrar at LMC, if applicable.

_____ Declaration of Accommodations

_____ Proof of CPR/AED certification

Turn all required documents in by 5:00 p.m. EDT, April 19, 2024. Submit in person to Director Brad Byerle at the Todd Center on LMC's Benton Harbor campus. Call ahead 269.927.8154 to confirm Director's schedule and availability.