

# Sumter County Sheriff's Office

## Application Requirements

The following items **MUST** be turned in with the application:

- Photocopy of current driver's license
- Photocopy of Social Security card
- Photocopy of Birth Certificate
- Photocopy of legal documentation showing name change, if applicable (marriages, adoption etc.)
- Photocopy of high school, GED, and college Diplomas (official transcripts will be required if selected for hire)
- Photocopy of DD 214 with re-entry code, if applicable (prior military)
- Photocopy of passing grade or certification for LEO or CO exam, if applicable (applying for certified position)

If the above items **are not** submitted with your application it will be considered **INCOMPLETE** and will not be processed by the agency. All photocopies must be clear and legible.

### **Completing the Application**

All questions must be answered, if not applicable to you mark N/A. Blank spaces will be considered incomplete.

If you answer yes to a question and space is provided you must provide an explanation for your answer, (if enough space is not provided please attach additional paperwork) or it will be considered incomplete.

Application must have witness signatures where required and must be notarized.

Please retain a copy for yourself in the event you may need to make corrections.

Failure to have the application **completed entirely** will result in it being marked **incomplete** and it will not be processed by the agency.

Should you have any questions please contact the Human Resource Department.

Phone: 352-569-1687  
Fax: 352-569-1633  
Email: [HR@sumterso.org](mailto:HR@sumterso.org)