



Waynesville Police Department  
**Applicant Checklist**

601 Historic 66 West  
Waynesville, MO. 65583  
Phone: (573) 774-2414  
Fax: (573) 774-2195

The following documents must be submitted at time of application and all documents must be an **Original or Certified Copy**.

1. ☐ Birth Certificate (hospital copy **not** acceptable)
2. ☐ High School Diploma or G.E.D. Certificate
3. ☐ College Degree or Certified Transcript
4. ☐ Photograph less than 1 year old (non returnable) (passport size)
5. ☐ DD214-Certificate of Release or Discharge from Active Duty (long form if possible)
6. ☐ Valid Identity Document (original driver license, state-issued ID card with photo, etc.) or Employment Eligibility Document (original of U.S. Passport, Certificate of Naturalization or Citizenship, Alien Registration Card with photo, or an unexpired Foreign passport with attached Employment Authorization)
7. ☐ Social Security Card

After an inspection of authenticity, copies of your documents will be made by Administration and returned to you.

I. BIRTH CERTIFICATE

- A. If you were born in Missouri, a certified copy can be obtained from:

Vital Records  
2400 Troost  
Kansas City, MO. 64108

Vital Records  
Springfield-Greene County Health Department  
227 East Chestnut Expressway  
Springfield, MO 65802

- B. If you were born anywhere else in the U.S., a certified copy can be obtained from the Bureau of Vital Statistics in your native state's capitol.

II. EDUCATION

- A. High School Diploma or General Education Development Certificate (G.E.D.)
1. You may contact the local Board of Education in the city where your high school is located or where you obtained your G.E.D.
- B. College
1. If you are a college graduate, contact the Board of Education in the city where you attended college to obtain a copy of your certificate.

III. RESIDENCY REQUIREMENTS

Law Enforcement – Must establish residency within a 10-15 minutes response time from Waynesville, MO. by the completion of a six-month probationary period.

**ANY CONVICTION OF A FELONY WILL DISQUALIFY FOR EMPLOYMENT**



City of  
**Waynesville**  
Missouri