

# CENTRAL POLICE DEPARTMENT



*Chief of Police*  
*Khristy Justice*

1067 West Main Street  
Post Office Box 549  
Central, South Carolina 29630-0549  
Phone: (864) 639-4020  
Fax: (864) 639-2610

*Administrative Assistant*  
*Jessica Rowland*

To: Central Police Department Applicants

Re: Application Process

In order to speed your application process, only submit your application after you have obtained all of the following information:

1. Complete an application of employment
2. Copy on ONE sheet of 8.5 x 11 paper:
  - a. Your birth certificate
  - b. Your driver's license
  - c. Your high school diploma or highest degree earned
  - d. Your Social Security card with correct legal name
3. A notice of judgment from the Clerk of Court in the county in which you reside stating that there are no outstanding civil judgments against you.
4. If you are a certified officer, send a copy of your SCCJA Basic Certification diploma. Do not send any other SCCJA diplomas or forms.
5. If you were a member of the U.S. Armed Forces, a completed DD214 form.
6. Credit report.
7. Authorization to release information.
8. **We do not buy-out Law Enforcement Training Contracts.**

Mail all information to: Town of Central  
Attn: Town Clerk  
P O Box 549  
Central, SC 29630

You can obtain a copy of your birth certificate by sending your full name, date of birth, hospital name, city and county of hospital to: Office of Vital Records, 2600 Bull Street, Columbia, S.C. 29201, phone 803-734-4830, cost \$8.00.

You can obtain a copy of your high school diploma or GED by sending your full name, name of school, year graduated, and county of school to: S.C. Department of Education, 1429 Senate Street, Rutledge Building, Room 708, Columbia, S.C. 29201, phone 803-734-8333 (HS Diploma) or 803-734-8347 (GED), cost \$2.00.

You can obtain your credit report by sending a written request with your full name, present address, date of birth, social security number, a copy of a bill, and a copy of your driver's license or credit card to verify identification, your spouse's name and your signature to EXPERIAN, Post Office Box 9530, Allen, Texas 75013 or you can go online to [annualcreditreport.com](http://annualcreditreport.com) to receive a free annual credit report.