Arizona Department of Corrections

Applicant Testing Checklist

**Required** at time of testing: (All items obtained, check off)

☐ Completed Application

☐ Copy of Valid Driver License (Front and Backside)

**The listed documents below, if brought in on the day of testing, will speed up your process.** (All items obtained, check off)

☐ U.S. Residency Document (Must have at least one)
   The following links are resources to get specific documents;
   - Birth Certificate
     [www.vitalchek.com/birth-certificates](http://www.vitalchek.com/birth-certificates), or local Vital Records office
   - U.S. Passport (Unexpired)
     Obtain at U.S. Post Office or County Superior Court – Clerk
   - Certificate of Naturalization
   - Permanent Resident Card (i-151 or i-551)(Unexpired)
     [http://www.uscis.gov/greencard](http://www.uscis.gov/greencard)

☐ Education Document (Must have at least one)
   The following links are resources to get specific documents;
   - High School Diploma or GED Certificate
     HS Diploma – School District office/GED -
     [www.gedtestingservice.com/testers/gedrequest-a-transcript](http://www.gedtestingservice.com/testers/gedrequest-a-transcript)
   - College Degree (from an accredited University)
     Obtain through College Registrar Office, or [www.studentclearinghouse.org](http://www.studentclearinghouse.org)
   - School Transcripts (Official or Unofficial)
     Obtain through College Registrar Office, or [www.studentclearinghouse.org](http://www.studentclearinghouse.org)

☐ Military Document
   The following links are resources to get specific documents;
   - DD-214 (Member 4 copy)
   - If Currently Active Duty, Copy of Military I.D. (Front and Backside)

☐ Personal References
   - 3 personal reference letters completed
Physical Fitness Testing -
 Requirements to conduct testing: (Use items as guidelines)

☐ Wear comfortable clothing, i.e., sweats, t-shirt. Clothing should be conservative in nature and not revealing, i.e. no tank tops, short shorts.

☐ Do not wear any clothing colored international orange or any shade of orange that might be mistaken for inmate orange clothing.

☐ Wear good athletic shoes to avoid injury.

☐ Bring a picture ID. You will not be allowed to test without showing a picture ID.

☐ Ensure you are hydrated. You should bring water with you to the test.

☐ If you have asthma and use a rescue inhaler please bring it with you to the test.

☐ Please do not bring any kind of weapons, ammunition, knives, Leatherman’s, etc. with you. If you bring a cellular phone please leave it secured in your vehicle.

☐ You will not be allowed to use an MP3 player, IPOD, etc., while you are running.

Psychological Testing – Self-paced Exam (Avg. Time = 3 to 5 hours)
 Requirements to conduct testing: (All items obtained, check off)

☐ Valid Drivers License

☐ You may bring lunch and a drink. Please adhere to the following instructions, if you do not follow these instructions you WILL NOT be able to bring your lunch to testing with you:

1- Food items may not require cooking.
2- All food must be in the original packaging or be wrapped in clear plastic or clear plastic containers.
3- Drinks may be in individual serving size plastic bottles.
4- Be carried by the owner through the metal detector.
5- Food/Drink that is packaged in foil or other packaging containing metal, shall be removed from the original packaging and placed in a clear plastic
container supplied by you.
6- Be subject to further visual inspection to include opening the manufactured wrap and disassembling the item if so directed (i.e., sandwich or burrito).