

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, or local Vital Records office
 - U.S. Passport (Unexpired)
Obtain at U.S. Post Office or County Superior Court – Clerk
 - Certificate of Naturalization
<http://www.uscis.gov/n-565>, or www.usimmigration.com/certificate-naturalization.html
 - Permanent Resident Card (i-151 or i-551)(Unexpired)
<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
 - College Degree (from an accredited University)
Obtain through College Registrar Office, or www.studentclearinghouse.org
 - School Transcripts (Official or Unofficial)
Obtain through College Registrar Office, or www.studentclearinghouse.org
- Military Document
The following links are resources to get specific documents;
 - DD-214 (Member 4 copy)
www.archives.gov/veterans/military-service-records/
 - If Currently Active Duty, Copy of Military I.D. (Front and Backside)
- Personal References
 - 3 personal reference letters completed

-Forms are attached

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).