



# UNITED STATES NAVAL ACADEMY

## Instructions for Police Record Check Form

Candidates receiving an offer of appointment are required to obtain a routine Police Record Check from their local police department. This background check is a precursor to the National Agency Check (NAC) that will be initiated on Induction Day at the Naval Academy. The Police Record Check and the NAC are utilized to determine credibility and suitability for service and to grant a security clearance for access to classified material.

To ensure a thorough Police Record Check, you should determine all jurisdictions under which you might fall. These would include but are not limited to your city or town police department, sheriff's or constable's office, school law enforcement office, and other jurisdictions where you have lived or attended school if they are different from your home of residence. You will need to provide each agency or office described above with a copy of the Police Record Check Form, which may be xeroxed, and a stamped envelope addressed to the Office of Admissions, Nominations and Appointments, Halsey Field House, 52 King George Street, Annapolis, Maryland 21402. A Police Record Check Form must be filled out by each applicable agency or office.

The local agency or office (not you) must return the completed form to the Admissions Office. There could be a fee charged by the law enforcement office to access your police record. You are responsible for any expenses incurred in connection with this Police Record Check.

The Police Record Check is intended to identify and disclose minor traffic and non-traffic violations of the law. If civil or criminal charges of a more severe nature (such as a misdemeanor or a felony) have been filed against you or adjudicated by a court of law, you will also need to provide the Admissions Office with these court records. These records are required regardless of the plea or verdict and should be disclosed even if you were told that the records were "expunged" or "sealed."

*Some law enforcement offices have policies prohibiting the release of arrest or conviction records, even at your request. In these cases, ask the law enforcement office to provide a statement of this policy in lieu of the Police Record Check.*