



UNITED STATES NAVAL ACADEMY

Guidance for the 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 preferred method of receipt by the Admissions Office is for the local agency or office (not you) to 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. If the local agency or office will not return the form to the Admissions Office on your behalf, then you may upload the form into your CIS portal. The form should still be completed by the local agency or office.

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.

POLICE RECORD CHECK**Privacy Act Statement**

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8454, Midshipmen: number; 10 U.S.C. 8456, Midshipmen: nomination and selection to fill vacancies; 10 U.S.C. 347, International engagement authorities for service academies; 10 U.S.C. 8458, Midshipmen: qualifications for admission; 10 U.S.C. 8459, Midshipmen: agreement for length of service; 10 U.S.C. 8461, Midshipmen: dismissal for best interests of the service; 10 U.S.C. 8462, Midshipmen: discharge for unsatisfactory conduct or inaptitude; 10 U.S.C. 8463, Midshipmen: discharge for deficiency; DoDI 1322.22, Service Academies; OPNAVINST 1531.6D, Nomination and Admission of Citizens of Foreign Countries to the U.S. Naval Academy; E.O. 9397 (SSN), as amended, and [N01531-1](#).

PRINCIPAL PURPOSE: 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.

ROUTINE USES: Information will be used by the Naval Academy Office of Admissions for the purposes of admissions and enrollment.

DISCLOSURE: Voluntary; however, failure to provide the required information may preclude appointment to the Naval Academy.

SECTION I. APPLICANT INFORMATION (TO BE COMPLETED BY APPLICANT):

1. LAST NAME:		2. FIRST NAME:		3. MIDDLE NAME:		4. SEX: ☐ MALE ☐ FEMALE	
5. STREET ADDRESS:		6. CITY:		7. STATE: 		8. ZIP CODE:	
						9. LIVED HERE FROM DATE:	
						10. TO DATE:	
11. DATE OF BIRTH:		12. SOCIAL SECURITY NUMBER:				13. CANDIDATE NUMBER:	

By signing in block 14 below, I consent to the release of the information requested in Section II. to the U.S. Naval Academy Admissions Office. I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above and consenting to and authorizing disclosure of my records [or records that I am entitled to request as the parent of a minor or the legal guardian of an incompetent], and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. § 1001 by a fine, imprisonment of not more than five years, or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. § 552a(i)(3) by a fine of not more than \$5,000.

14. SIGNATURE:		15. DATE:	

SECTION II. REQUESTED BACKGROUND INFORMATION (TO BE COMPLETED BY POLICE OR JUVENILE AGENCY):

The person described above, who claims to have resided at the address shown above, has applied to the United States Naval Academy. Please furnish from your files the information relative to Section II. below. Please utilize the enclosed return envelope and return the requested information to: Office of Admissions, Nominations and Appointments, Halsey Field House, 52 King George Street, Annapolis, MD 21402.

16. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD TO INCLUDE MINOR TRAFFIC VIOLATIONS (If yes, please provide details of any charges and their outcomes. Attach any additional necessary documents): ☐ NO ☐ YES		17. IS THE APPLICANT THE SUBJECT OF CIVIL OR CRIMINAL COURT ACTION OF ANY KIND (If yes, please provide details. Attach any additional necessary documents): ☐ NO ☐ YES	
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I declare under perjury or penalty under the laws of the United States that the foregoing is true and correct, and that I am the person named below, and certify that the above data is true and correct according to the record on file in this office.

18. SIGNATURE:		19. DATE:	
20. TITLE:		21. PRINT NAME:	
		22. PHONE NUMBER:	

Agency Disclosure Notice

The public reporting burden for this collection of information, 0703-0036, is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.