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**Columbus County Sheriff’s Office**  
PO Box 280  
817 Washington Street  
Whiteville, NC 28472  
www.columbuscountysheriff.com



**APPLICANT CHECKLIST**

1. Have fingerprints done at CCSO
2. Copy of Birth Certificate
3. Copy of Social Security Card and Driver’s License
4. Copy of High School Diploma and any other degrees
5. Signed and Notarized Release Form
6. Completed and notarized F3.
7. Certified Criminal History from every county lived in the last 10 years and where you went to high school.

**The F3 and Release Form can be notarized at the front desk upon submission of packet as well as fingerprints. If either of the forms are not notarized the packet will be considered incomplete and will not be processed. READ THE INSTRUCTIONS AND QUESTIONS IN F3 CAREFULLY AND ANSWER HONESTLY.**

Once all items have been completed, place in packet and then return to Columbus County Sheriff’s Office. If ALL items are not completed, the packet will not be accepted, and you can reapply in 90 days.