

SC Criminal Justice Academy

Documentation Checklist for Basic Law, Special Basic, Basic Detention or Limited Duty Registration

1. Completed PCS of Hire **within 3 days of hire**
2. Firearms Verification Form within 3 days of hire
3. "Law Enforcement Candidate Training and Certification Application and Document Attestation"
Upload into the application form:
 - A clear copy of Driver's License
 - The SCCJA Medical History form and TB test with results [**Not needed for Limited Duty**]
 - Honor Code and Authorization and Release Forms
 - Firearms Qualification and Emergency Vehicle Operation Policy (FAQ/EVO form) **Only for Limited Duty**

Once all forms are submitted, please send your candidate

All forms can be found on our website at www.sccja.sc.gov under "Forms"