



POLICE DEPARTMENT COUNTY OF SUFFOLK, NY
ACCREDITED LAW ENFORCEMENT AGENCY
ADDITIONAL INFORMATION FOR APPLICANTS

PDCS-5126a

TO OBTAIN A COPY OF A BIRTH CERTIFICATE:

Nassau/Suffolk Counties

There is a fee for a certified copy.

Contact: Town Hall of the town where birth occurred;
If birth occurred within an Incorporated Village, contact the Village Hall (e.g., Port Jefferson Village).

New York City

There is a fee for a certified copy.

Contact:

Online: www.nyc.gov

Call: 1-212-788-4520

Mail NYC Department of Health & Mental Hygiene

or Office of Vital Records

In Person 125 Worth Street
CN-4, Room 133
New York, NY 10013

FOR MALE APPLICANTS ONLY:

To obtain a selective service number or a *copy* of your selective service card or a letter from selective service stating that you are *not* required to have a number*:

Online: www.sss.gov

Call: 1-847-688-6888 or **Toll Free:** 1-888-655-1825

or **Write:** SELECTIVE SERVICE SYSTEM
P.O. Box 94633
Palatine, IL 60094-4633

In addition to your legal name, your social security number, date of birth and current mailing address will be required.

*Registration was **NOT** required if you were **born** between March 29, 1957, and December 31, 1959.

TO OBTAIN A SOCIAL SECURITY CARD OR A COPY OF YOUR SOCIAL SECURITY CARD:

Online: www.ssa.gov/ssnumber

Call: 1-800-772-1213

TO OBTAIN AN IRS TAX RETURN TRANSCRIPT FOR EACH OF THE LAST THREE (3) YEARS OF FILED INCOME TAXES:

Online: www.irs.gov
Call: 1-800-829-1040

Follow directions. This document will be mailed to you.

TO OBTAIN A DETAILED EARNINGS STATEMENT:

(This is a document showing your complete History of Employment)

This document will be helpful if you are having trouble listing your employments on page 8 of the Applicant Questionnaire. If your investigator is unable to verify your employments, this document will be requested at the 1st interview.

CONTACT SOCIAL SECURITY:

Respond to local office: There is a fee for obtaining this form

Online: www.ssa.gov/online/ssa-7050.pdf

TO SEND IN A TEMPORARY DECLINATION:

Sign and date the declination and **mail it to:**

Suffolk County Police Department
Applicant Investigation Section
30 Yaphank Avenue
Yaphank, NY 11980

After sending in the temporary declination, you must notify Civil Service to advise that you wish to be considered on the next certified list:

In order to do so, send a letter to that effect to:

Suffolk County Department of Civil Service
725 Veterans Memorial Highway
North County Complex Bldg. 158
P.O. Box 6100
Hauppauge, NY 11788-0099

We recommend you send the letter Certified, Return Receipt Requested

ANY QUESTIONS ABOUT:

- Your standing on the list
- Veteran's credits
- Minimum requirements
- Change of address

Call: Department of Civil Service
631-853-5500