

**CITY OF MILWAUKEE  
POLICE DEPARTMENT APPLICANT  
PERSONAL HISTORY QUESTIONNAIRE INSTRUCTIONS**

The Personal History Questionnaire (PHQ) is the first step in the background investigation process. Attached you will find a PHQ form, which you must complete and return to the City of Milwaukee Department of Employee Relations (DER) on or before the stated deadline. If you fail to complete the PHQ, or it is not received by the deadline, you may be disqualified from further participation and no longer considered for the position. The following instructions should be followed when completing your PHQ.

- The Personal History Questionnaire (PHQ) must be completed directly by the individual who has applied for the position.
- All responses must be legible and printed using black ink.
- A response is required for every question; if the question does not apply, you must indicate “N/A” (Not Applicable). Do not leave any response blank.
- It is the responsibility of the applicant to assure all information provided is accurate, complete, and truthful.
  - Falsification, willful misrepresentation, or intentional omission of material information will result in disqualification and/or termination of employment by the Police Department.
  - Unintentional failure to include information may also result in disqualification, because it may be considered untruthfulness. Therefore you should take necessary action to obtain *all* information (i.e. research criminal, traffic, civil, employment, and school records, etc.)
  - If you are unsure as to an exact date or have other partial information, include as much information as possible (i.e. month and year, or approx. year, etc.). **Do not** just leave the response blank, as that may also be considered untruthfulness, resulting in disqualification.
- If the space provided on the PHQ is insufficient for your response, you may write your response on a separate sheet of paper, and attach it to the PHQ.
- You must report a change in any information that occurs after submitting your PHQ to the City of Milwaukee Police Department (MPD), Background Investigation Unit. This would include changes in name, address, phone number(s), employment, driving record, etc. You may contact the Background Investigation Section at (414) 935-3510.
- You must also report any change in your contact information to the City of Milwaukee, DER. This would include changes in name, address, phone number(s), etc. You may contact the DER at (414) 286-5071.
- Your completed PHQ must be received by the City of Milwaukee, DER by the deadline stated. You may deliver the document personally, have someone else drop it off for you, or mail it. Whichever method you choose, it **must be in our office no later than 4:30 p.m. on the deadline date** (not just postmarked on that day). Therefore you are advised that if you choose to mail it, you should do so well in advance to assure it is received by the deadline. DER is located in Room 706 of City Hall, 200 E Wells St., Milwaukee WI 53202. If your PHQ is not received by the deadline, this may result in your disqualification.
- When you return your PHQ, it must have several documents attached. A list of those documents is found on the back side of these instructions.
- Questions about completing the PHQ may be directed to the DER on (414) 286-5071. Once your PHQ has been accepted, any questions regarding your background investigation may be directed to the MPD, Background Investigation Section at (414) 935-3510.

**IMPORTANT:** When you submit your PHQ, the document must have your fingerprint on it. Therefore, you must **schedule an appointment with the MPD** to be fingerprinted prior to the PHQ deadline. You may do so by calling (414) 935-7380. Fingerprinting is done at Room 305 of the Police Administration Building, located at 951 N James Lovell St (7<sup>th</sup> & State Streets). You must take your PHQ and a government-issued photo I.D. when you go to your appointment. *Because appointment times may fill up quickly, you are encouraged to call to schedule your appointment as soon as receiving this letter.* If you omit this step, you may be disqualified, or your background investigation may be delayed.

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Following is a list of the documents that you are required to submit in order for your background investigation to begin. Attach *copies* of all the documents listed below, which pertain to you. Failure to attach copies of all required documents at the time you submit your PHQ, may result in a delay in completion of your background investigation and consequently may affect your ability to be hired in order of rank on the eligibility list.

If you are unable to obtain a copy of all required documents prior to the stated deadline, you must still submit the completed PHQ on time and attach a written explanation of which document(s) are missing, and when you anticipate you will be able to provide them. The missing documents must be submitted as soon as it is possible to do so.

You are to submit *copies* of each of the required documents. The documents you submit will *not* be returned to you.

Documents to Submit:

- Legal Birth Certificate (Hospital notices are not acceptable)
- Social Security Card showing your current legal name
- Two (2) Recent Individual Passport-Style Photographs (Snapshots are not acceptable). Specifications may be found at <http://travel.state.gov/passport>.

If the position you have applied for requires High School Graduation or G.E.D, you must provide:

- High School Diploma or Transcript showing successful completion; OR G.E.D. Certificate (if required). If G.E.D. Certificate is not from the State of Wisconsin, you must also provide a copy of test scores.

If the position you have applied for requires a Valid Driver's License, you must provide:

- Valid Driver's License

Note: You must have a valid Driver's License at the time your background investigation begins, or you may be disqualified - If you do not currently hold a valid Driver's License, you are strongly encouraged to take immediate action to obtain such. Your address with the Department of Transportation should be current per Wisconsin State Statute 343.22(2)(a).

If you have served in the Military, you must provide:

- Undeleted Copy of your DD-214 Military Form (Undeleted means that the bottom portion of the form, which shows the type of discharge and character of service is attached)

If you are required to register for Selective Service and have not served in the Military, you must provide:

- Registration of Selective Service Note: if you are unable to locate your registration, you may print a copy online at <http://www.sss.gov/records.htm>, or you may call (847) 688-6888.

If you have attended college, even if not in a police-related field, you must provide:

- Official** transcript(s), which can be mailed directly from the school to: Milwaukee Police Department  
Background Investigation Section  
P.O. Box 531  
Milwaukee, WI 53201
- Vocational / Technical Certificates (if applicable)
- College Diploma(s) (if applicable)

If you were not born in the United States, you must provide:

- Naturalization Papers

If you have legally used any other name, you must provide:

- Documents pertaining to name change (e.g., marriage, divorce, adoption, or other legal name change)

If you are an applicant for Police Aide position, you also must provide:

- High School Transcript(s)