

Dear Criminal Justice Student,

The Wisconsin Department of Justice requires students wanting to enter the Wisconsin Technical College Law Enforcement Academies to provide proof of citizenship and proof that they hold a valid driver's license.

Please bring your ORIGINAL certified birth certificate and driver's license to one of the following locations to be verified and documented:

- **LTC Cleveland - Welcome Center - 1290 North Ave, Cleveland WI 53015**  
Hours: Monday – Thursday 7:30am to 5:30pm  
Friday 7:30am to 3:30pm
- **LTC Sheboygan - 1320 Niagara Ave, Sheboygan WI 53081**  
Hours: Monday – Friday 7:45am – 3:30pm
- **LTC Manitowoc - 600 York St, Manitowoc WI 54220**  
Hours: Monday – Friday 7:45am to 3:30pm

A few points to consider:

- MUST be submitted in-person.
- Original documents will be returned to you after documented by a staff member.
- Birth certificates in the state of Wisconsin can be obtained through the register of deeds office in your county of birth. A fee will be required to obtain this document.

If you have any questions, please contact your Admissions Advisor directly or the Admissions Office at 920.693.1162 or [admissions@gotoltc.edu](mailto:admissions@gotoltc.edu).



## VERIFICATION OF AGE AND U.S. CITIZENSHIP

Name of Academy or Agency: \_\_\_\_\_

It is illegal in the State of Wisconsin to photocopy a vital record and use it as legal proof of birth. The abstractor should verify the following features of the legal certified copy before accepting it as a legal copy of the birth certificate:

Check all three before accepting a birth certificate:

- Raised Seal of Registrar (not a notary seal on a photocopy)
- Signature of Official that Issued Certificate and Date of Issuance
- Watermark (chain link that can be seen when held up to the light, issue date 2000 and after)

The following birth facts were abstracted from a certified copy of a birth certificate (with registrar's raised seal, signature, date of issuance, and watermark), or other document listed in section 7 of this form, which was presented to me:

1. Student's Name (First Name)		(Full Middle Name)	(Last Name)	(Title, e.g., Jr.)
2. Date of Birth (Month, Day, Year)			3. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
4. Name of Mother Listed (First Name)		(Middle Name)	(Last Name)	
5. Name of Father Listed (First Name)		(Middle Name)	(Last Name)	
6. Place of Birth <input type="checkbox"/> USA or specify:		State	City, Village, Town	County
7. Certified Copy of Birth Certificate Issued by <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> State or <input type="checkbox"/> U.S. Passport (non-expired) <input type="checkbox"/> U.S. Department of State form FS-240, DS-1350 or FS-545 <input type="checkbox"/> U.S. Department of Homeland Security form N-550, N-570, N-560 or N-561				8. Date of Issuance (Month, Day, Year)
<b>Certification Statement:</b> I affirm that to the best of my knowledge, I accurately abstracted the information listed on this form from a certified copy of a birth certificate, U.S. Passport, U.S. Department of State form FS-240, DS-1350, FS-545, or U.S. Department of Homeland Security form N-550, N-570, N-560, or N-561, presented as proof of age and citizenship for the above-listed applicant.				
Signature			Date Signed (Month, Day, Year)	