



YUBA COLLEGE ADMINISTRATION OF JUSTICE  
**Special Investigators' Basic Course - TASK COMPLETION CHECKLIST**  
Fall 2025

|   |   |                          |  |
|---|---|--------------------------|--|
| NAME: (Last, First, Middle)                                 |   |                          |  |
| Yuba College Student ID (*):<br>(List DOB if not yet known) |   | DATE:                    |  |
| EMAIL:  |   |                          |  |
| GENDER:   |   | ETHNICITY:<br>(optional) |  |
| ARE YOU A CA RESIDENT?                                      | If you do not qualify as a California Resident, you will be a non-resident for registration fees. Call for more details if necessary. |                          |  |

(\*) – “Apply Now” Link if you do not currently have a YC Student ID: [Apply Now - Yuba College \(yccd.edu\)](https://yccd.edu/apply-now)

Dear Applicant:

Thank you for your interest in the Yuba College Special Investigators' Basic Course. If you have not yet reviewed the Course Announcement & Timelines, we recommend reviewing that information prior to completing the Application Process. There will be no physical agility pre-requisite for this course; however, you must obtain medical clearance during your Acceptance/Enrollment process. To confirm that you meet course requirements, please use this as a guide to ensure you submit a **COMPLETE** application; **sort your materials in order as listed below:**

1. Use this form, **SIBC Task Completion Checklist** as your coversheet to submit your COMPLETE application (*WILL NOT accept unless 100% complete packet*).
2. Attach a copy of your valid **Driver's License** and your **DMV Driving Record** (90 days current).  
[Request Your Driver's Record - California DMV](#)
3. Attach **Agency Sponsorship Letter** (if applicable)
4. Attach a copy of a **PelletB Score** (must be dated within 12-months) or transcripts of a 4-year degree.
5. [Livescan Form](#) and a DOJ Firearms Clearance Letter
6. Read, understand, sign and submit the **Statement of Applicant**.

**APPLICATION DATES: May 1 to July 30, 2025**

Return this completed application packet in-person, by e-mail, or by mail to the Administration of Justice Office in Room 2101, at Yuba College, Marysville Campus, 2088 North Beale Road, East Lot, Building 2100, Maryville CA 95901. If you email, PLEASE make sure you receive an email confirmation of receipt. [vmcconne@yccd.edu](mailto:vmcconne@yccd.edu) and [dcoats@yccd.edu](mailto:dcoats@yccd.edu)

If you have any questions about these requirements, contact the Public Safety Office at 530-749-3879. Once we receive your packet, the Administration of Justice staff will verify your eligibility.

|                      |                  |       |
|----------------------|------------------|-------|
| For Office Use Only: | Date:            | Time: |
| Rec'd By:            | Delivery Method: |       |