

Private Officer Licensing Forms Tutorial

If you do not already have some version of Adobe Acrobat, you can download the free version to complete PDF forms electronically.

When you double click the form you want from KCPD.ORG, it typically opens in your browser window. Simply download the form to your desktop.

The screenshot shows a PDF document viewer displaying a form. The form is titled "KANSAS CITY MISSOURI POLICE DEPARTMENT PRIVATE OFFICERS LICENSING UNIT APPLICANT QUESTIONNAIRE". It includes the following text:

A CRIMINAL HISTORY CHECK WILL BE CONDUCTED
MUST BE FILLED OUT BY APPLICANT – PLEASE PRINT LEGIBLY IN INK

Read every question carefully and answer each accurately. An applicant may be denied if he/she makes a false statement or is deceptive or fraudulent in this application. If space provided is not sufficient use the other side.

1. Name _____
Last First Middle

2. Have you ever been convicted of a FELONY? YES NO

YEAR	CHARGE	STATE	DISPOSITION

3. List ALL arrests, convictions (**WITHIN THE LAST (5) FIVE YEARS**), include, suspended impositions of sentences, diversions and/or probations. (This includes DUI's AND DWI'S)

YEAR	CHARGE	STATE	DISPOSITION

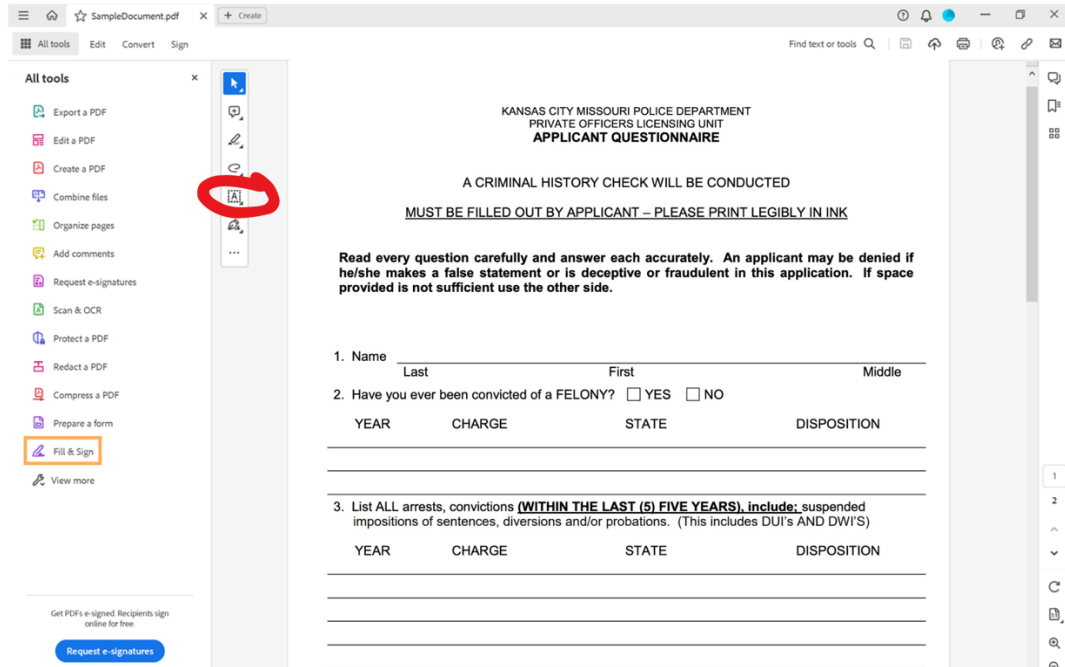
FAILURE TO LIST ANY CONVICTIONS MAY BE GROUNDS FOR DENIAL

Open the downloaded form with Adobe Acrobat. You can do this by opening Adobe Acrobat Reader and then choosing the “Open File” option, or you can right click on the file on your desktop and it will ask you what you want to open it with. Choose Adobe Acrobat.




Fill and sign PDF forms

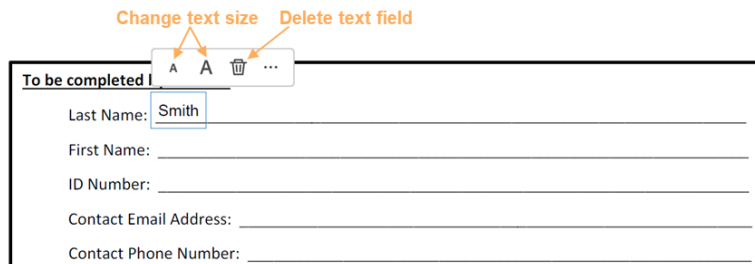
To complete and sign PDF forms, open the form in Acrobat, and then select **Sign** from the global bar. Alternatively, you can select **All tools > Fill & Sign**.

It displays the Fill & Sign tools on the left panel. You can now fill in the form fields and sign the form using the sign tools, as described in the following topics.




TO FILL TEXT FIELDS:

- From the left panel, select  and then click on the field where you want to add text. It displays a text field along with a toolbar, as shown below.
- Select the text field again and enter your text.
- To reposition the text box to align it with the text field, select the textbox and hover over it. Once you see a plus icon with arrows, move the textbox to the desired position.
- To edit the text, select the text box. Once you see the cursor and keypad, edit the text and then click elsewhere to enter.
- To change the text size, select  or , as required.

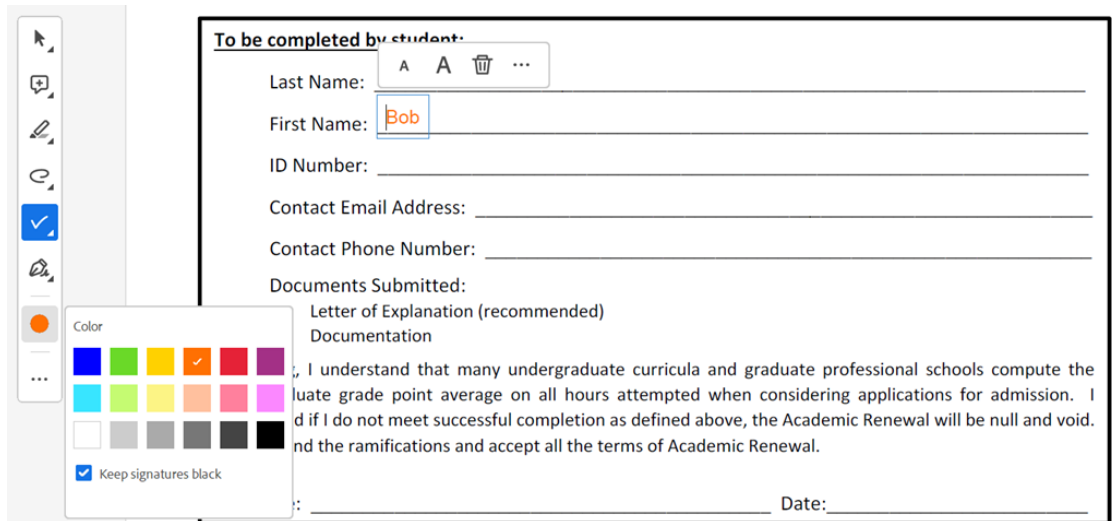



Note:

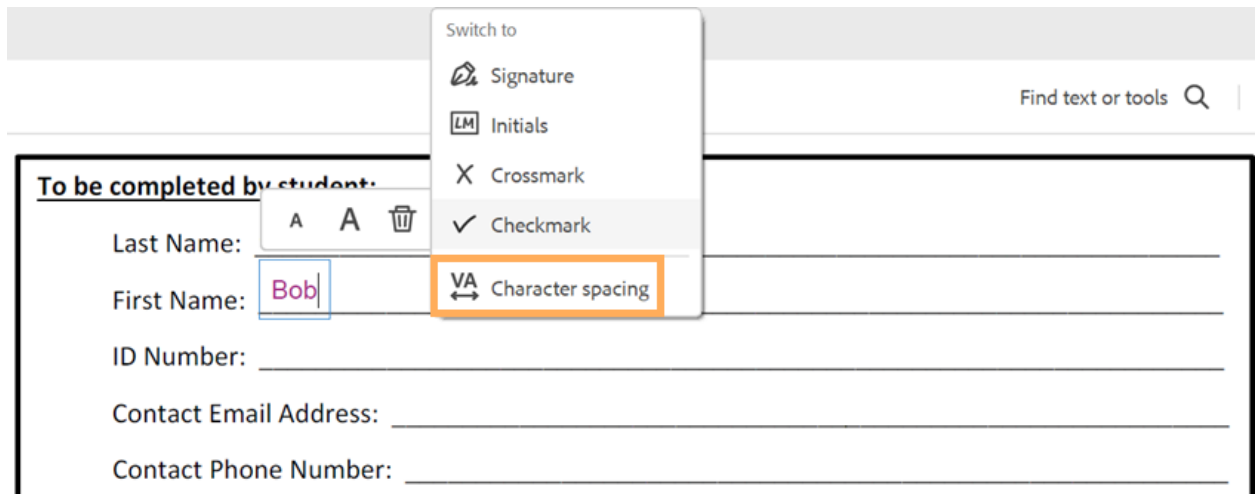
Resize the first annotation you place to fit the check box or radio button in the document, and the next annotations you add will be of the same size and will fit the rest of the box/circle fields.

- To change the text color, select  from the quick toolbar and then select a desired color from the color palette.

The default color for signatures is black. To change the color of signatures, you must deselect the **Keep signatures black** checkbox.



- To change the text style from normal to combed, from the textbox menu, select  > **Character spacing**.



It changes the text style from normal to combed. To increase or decrease the spacing, you can select the blue arrow icon and then drag it as desired.

To be completed

Last Name: S m i t h

First Name: Bob

Note: *Combed Text* is a text style where each letter of the text is equally spaced out with the help of a sequence of boxes.

8. Once done, select the next field space and then enter your text in the text box. Use the formatting options as desired.

Repeat the step to fill all the required fields in the form.

TO FILL RADIO OPTION FIELDS:

1. Hover over the field with the radio option.

It automatically displays the default checkmark or the selected radio field symbol.

All tools Edit Convert Sign

Find text or tools

Sign

INVITE OTHERS TO SIGN

Request e-signatures
Send this document to anyone to e-sign online fast

More e-sign options

FILL AND SIGN YOURSELF

Bob Smith

Students are cautioned that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission.

Students must sign the application for Academic Renewal certifying that they understand the ramifications and accept all the terms of Academic Renewal.

To be completed by student:

Last Name: Smith

First Name: Bob

ID Number: 2222

Contact Email Address: bsmith@email.com

Contact Phone Number: 222-333-4444

Documents Submitted:

2. Select the radio option field to enter the symbol.
3. To change the symbol, select the field again, and then from the menu, tap and then select another symbol. It marks the field with the selected symbol.

To be completed by student:

Last Name: S

First Name: E

ID Number: 1

Contact Email / ber: _____

Documents Submitted:

- Letter of Explanation (recommended)
- Documentation

Switch to

- Signature
- Initials
- Crossmark
- Checkmark

Documents Submitted:

- Letter of Explanation (recommended)
- Documentation