

Chester County Constable Checklist

File with District Justice Administration

- Provide proof of election or appointment or court order
- Provide Oath of Office
- Provide proof of PCCD training and certification
- Provide proof of firearm certification if applicable
- Provide verification that all forms required by the office of the Chester County Controller have been filed. These include W-9 and proof of insurance
- Submit 3 signed copies of a contract between the Constable and Chester County to be approved by the Board of Commissioners
- Provide completed Constable information form
- Provide copies of required clearances:
 - PA State Police Criminal Background Check
 - PA Child Abuse History Clearance Form
 - Federal (FBI) Fingerprint Criminal Background Check
- Provide proof of valid driver's license
- Proof of motor vehicle insurance