



# Office of the State Attorney

Twentieth Judicial Circuit, State of Florida  
Charlotte - Collier - Glades - Hendry - Lee

## Release Authorization Form Volunteers and Interns

Revised: March 23, 2011

The State Attorney's Office as part of the Florida's Law Enforcement agencies will conduct thorough background investigations on employees as part of the hiring process and from time to time or on a continuous/recurring process. At a minimum, the following checks will be completed on all post job offers.

**National Crime Investigation** – An NCIC search will be completed on all applicants and all members of his or her household that are 18 years of age or older.

**Fingerprinting** – All fingerprints are submitted electronically to the State Wide Fingerprinting Identification System. If an applicant's fingerprints reveal a prior criminal background, the State Attorney and or his Representatives will complete a review of the applicant's employment status.

**Drug Testing** – Is completed as part of the hiring process and will be used on a continuous/recurring process if deemed necessary by the State Attorney and or his Representatives

**Education Verification** – We verify all post-secondary degrees and/or high school diplomas for all Support Staff and Investigators. Copies of diplomas and or transcripts are required as part of the hiring process.

**Prior Employment Verification** - Is completed as part of the hiring process and will be used on a continuous/recurring process if deemed necessary by the State Attorney and or his Representatives.

**Social Security Number Use** – In accordance with the FSS 119.071, the State Attorney's Office may collect Social Security numbers for the following purposes:

- **Application Process** – for the purpose of collecting information related to background investigations, to include fingerprints, NCIC/FCIC checks, verification of employment, citizenship, local and state records checks, clarification for duplicate names, verification of Military Service.

I, \_\_\_\_\_, hereby give permission to the State Attorney's Office, Twentieth Judicial Circuit, to do a complete background and criminal history checks on myself and any other adults living in my household. The background checks will include NCIC, FCIC, DAVID, Odyssey, CJIS, and JIS (including APPRISS, CCIS and DOC). I understand that even though this background check is being done, I have not received a conditional job offer, nor a firm job offer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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<b>Release Authorization Form</b>	
<b>Job Applicant – Print Clearly!</b>	
<b>FULL NAME:</b>	
<b>DATE OF BIRTH:</b>	
<b>SOCIAL SECURITY #:</b>	
<b>RACE:</b>	<b>SEX:</b> Female ____ Male ____
<b>Have you ever used or gone by any other name or alias? Yes ____ No ____</b> <b>If yes, please provide any and all names used below, if no, skip to next section.</b>	
<b>Current Address:</b>	
<b>Any other address used in last 12 months</b>	
<b>Driver's License #</b>	<b>State:</b>
<b>Maiden Name:</b>	<b>Date Used:</b>
<b>Other Name Used:</b>	<b>Date Used:</b>
<b>OTHER ADULTS IN HOUSEHOLD (18 YEARS OR OLDER)</b>	
Full Name:	Full Name:
Date of Birth:	Date of Birth:
SSN:	SSN:
Race: Female ____ Male ____	Race: Female ____ Male ____
Full Name:	Full Name:
Date of Birth:	Date of Birth:
SSN:	SSN:
Race: Female ____ Male ____	Race: Female ____ Male ____

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**