

CONFIDENTIAL

DEPARTMENT OF JUVENILE JUSTICE - OFFICE OF THE INSPECTOR GENERAL
 BACKGROUND SCREENING UNIT

**REQUEST FOR BACKGROUND SCREENING
 FOR DJJ STATE EMPLOYMENT & VOLUNTEERS**

Detention Residential Probation Prevention Administration Other _____

Check this box if the applicant is or was a Florida law enforcement officer or certified officer with the Department of Corrections

A. TO BE COMPLETED BY APPLICANT/VOLUNTEER/INTERN

Last Name _____	First Name _____	Full Middle Name _____	Maiden/Alias _____
Position Applied for _____		Caretaker <input type="checkbox"/>	Special Trust <input type="checkbox"/> Not Special Trust <input type="checkbox"/>
Social Security #: _____	Race/Sex: _____	DOB: _____	Driver's License #: _____

B. TO BE COMPLETED BY REQUESTOR

Requestor's Name (Contact Person) _____	Telephone Number & Ext. # _____	Fax Telephone Number _____
Office/Facility/Program Name and Mail Address _____	E-mail Address _____	

I hereby authorize the Department of Juvenile Justice (DJJ) to check any records pertaining to my criminal history, driver's license history, and juvenile criminal history pursuant to Sections 39.001 and Chapters 435, 984, and 985, Florida Statutes. I further authorize any law enforcement agency to release to DJJ information regarding convictions and dispositions under Florida Statutes or statutes of other jurisdictions. I understand that as a criminal justice agency, DJJ has access to all criminal records, even those that have been sealed or expunged. This consent applies to any and all future screenings conducted by DJJ. I understand that my fingerprints will be submitted for a criminal-record check to the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigations (FBI) and that once submitted, my fingerprints will be retained by FDLE while I am employed at DJJ and if arrested, the arrest will be reported directly to DJJ by FDLE.

Applicant's Signature _____ People First ID _____ Date _____

C. FOR BSU PERSONNEL USE ONLY

Note: The applicant's fingerprints are submitted to the Florida and National Crime Information Centers (FCIC/NCIC). Criminal history reports are the result of fingerprint analysis conducted by the Florida Department of Law Enforcement and Federal Bureau of Investigations.

<input type="checkbox"/> Eligible	<input type="checkbox"/> Ineligible/Not Eligible <i>(Applicant has a disqualifying offense. Exemption is needed to work or serve in a position of special trust or responsibility.)</i>	<input type="checkbox"/> Identified/Non-Caretaker Only <i>(Applicant has a disqualifying offense but will not work in a position of special trust or responsibility.)</i>
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Apply for EXEMPTION Applicant CAN Applicant CANNOT

***The Criminal History Record provided is exempt from chapter 119 and should not be disclosed or disseminated**

Criminal Record*:	<input type="checkbox"/>	Yes (Attached)	<input type="checkbox"/>	No	TCN#: _____
Judicial Inquiry System:	<input type="checkbox"/>	Yes (Attached)	<input type="checkbox"/>	No	
Hot File: *warrant- protection order-probation	<input type="checkbox"/>	Yes (Attached)	<input type="checkbox"/>	No	
Hot File -Identified Risk: *Violent Felony Offender-Career or Habitual Offender- Sexual Offender- Sexual Predator	<input type="checkbox"/>	Yes (Attached)	<input type="checkbox"/>	No	
Subject of DJJ Reportable Incident:	<input type="checkbox"/>	Yes (Attached)	<input type="checkbox"/>	No	
Automated Training Management System:	<input type="checkbox"/>	Yes (Attached)	<input type="checkbox"/>	No	<input type="checkbox"/> N/A

COMMENTS: _____

Signature of Screener: _____ Date: _____
 Signature of Reviewer: _____ Date: _____