



# Office of the State Attorney

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

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## **Background Authorization for Volunteers/Interns**

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 fingerprints reveal a prior criminal background, a review of the applicant employment status will be completed by the State Attorney and or his Representatives.

**Drug Testing** – Is completed as part of the hiring process and will be use on a continuous/recurring process if deem 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 use on a continuous/recurring process if deem 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 number 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.



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## Release Authorization Form

I, the undersigned, 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.

## Job Applicant

<b>FULL NAME:</b>	
<b>SOCIAL SECURITY #:</b>	
<b>DATE OF BIRTH:</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>MAIDEN NAME:</b>	
<b>OTHER NAME USED:</b>	
<b>DATE RANGE USED:</b>	
<b>OTHER NAME USED</b>	
<b>DATE RANGE USED:</b>	

## OTHER ADULTS IN HOUSEHOLD (18 YEARS OR OLDER)

Full Name:	Full Name:
Date of Birth:	Date of Birth:
SSN:	SSN:
Race:	Race:
Sex: Female _____ Male _____	Sex: Female _____ Male _____
Full Name:	Full Name:
Date of Birth:	Date of Birth:
SSN:	SSN:
Race:	Race:
Sex: Female _____ Male _____	Sex: Female _____ Male _____

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

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