



**FLORIDA DEPARTMENT OF LAW ENFORCEMENT
CAPITOL POLICE
SUPPLEMENTAL CHECKLIST**

DUTY OFFICER

Please use and return to us this checklist to ensure that you have reviewed, completed, and are returning the necessary forms or documents listed below to us, at the address given below, to assist in the continuation of the processing of your application.

Florida Department of Law Enforcement, Capitol Police
400 South Monroe Street, Suite 213, Tallahassee, FL 32399-3300
Attention: Capitol Police Recruitment

Please check the box below to indicate that you have read the following form:

- ☐ FDLE Policy 3.4 Standards of Member Conduct

Please check the boxes below to indicate that you have completed, printed, and are enclosing the following forms and copies of the requested documents listed below:

- ☐ FDLE OEI-43 Non-Sworn & Contractor Notarized Authority for Release of Information (Background Investigation Waiver)
- ☐ FDLE OEI-37 – Notarized Spouse/Domestic Partner/Roommate and/or Family Members 18 years of age or older who reside with you for 6 months or more Authority for Release of Information (Background Investigation Waiver)
- ☐ FDLE OEI-36 – Disclosure Pursuant to the Fair Credit Reporting Act (FCRA)
- ☐ Photograph (Approximately 2" X 2")
- ☐ FDLE OEI-32 – Supplemental Application
- ☐ FDLE OHR 063 – Military Service Information
- ☐ Copy of Selective Service Registration Card or Proof of Exemption from this requirement for all males born on or after October 1, 1962; Duplicates can be ordered by accessing the following website: <https://www.sss.gov/RegVer/wfVerification.aspx>.
- ☐ Copy of Birth Certificate
- ☐ Copy of Valid Driver License
- ☐ Copy of Social Security Card
- ☐ Copy of Documents for Highest Degree Earned (i.e., high school diploma, or sealed certified copy of college transcript). If transcripts are ordered from a university, please request that they be sent to the address given above.
- ☐ Copy of DD214 with Discharge (previous military personnel only)
- ☐ EI 05 - Statement of Non-Military Service
- ☐ FDLE OEI-38 - Acknowledgement of Receipt and Review of FDLE Drug Free Workplace/Drug Screening
- ☐ Notice of Social Security Number (SSN) Collection
- ☐ SF 180 – Request Pertaining to Military Records
- ☐ CERT – Florida Retirement System (FRS) Certification
- ☐ CP 18 - Applicant Questionnaire
- ☐ Copy of the Following Documents: Court Ordered Name Change, Marriage Certificate(s), and Divorce Decree(s)

NOTE: At a later date during the hiring process you will undergo a credit history check, a criminal and civil records check, employment check, and a fingerprint check.