



**FLORIDA DEPARTMENT OF LAW ENFORCEMENT
SUPPLEMENTAL CHECKLIST**

SPECIAL AGENT

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: Jamie Cunningham

Please check the boxes below to indicate that you have read the following forms:

- POS 13 Special Agent Physical Agility Test Requirements
- FDLE Policy 3.4 Standards of Member Conduct (Pages 4 – 9, Drug Policy)

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

- CJSTC 58 – Authority for Release of Information (Background Investigation Waiver)
- FDLE OEI-36 - Disclosure Pursuant to the Fair Credit Reporting Act (FCRA)
- FDLE OEI-37 – Authority for Release of Information for Current/Future Spouse and/or Roommate of FDLE Applicant or Member (Must be completed and signed by anyone 18 years of age or older, currently residing at your residence, in the presence of notary.)
- FDLE OEI-32 – Florida Department of Law Enforcement Supplemental Application
- 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
- CERT – Florida Retirement System (FRS) Certification

Please check the boxes below to indicate that you are returning a copy of the following documents along with forms listed above, to the address, given above:

- Photograph (Approximately 2" X 2")
- Copy of Document for Highest Degree Earned (i.e., high school diploma, or certified copy of college transcript and copy of college diploma). (If transcripts are ordered from a university, please request that they be sent to Michelle Reilly at address given below.)
- Copy of DD214 Long Form (previous military personnel only)
- 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 Social Security Card
- Copy of Valid Driver License
- Copy of Florida Criminal justice Standards and Training Certificate of Compliance and Certificate of Completion
- 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 need to undergo a physical agility test that will be administered by a member of the Florida Department of Law Enforcement, a physical by a licensed physician, a credit history check, a criminal and civil records check, a fingerprint check, and a psychological test by a licensed psychologist.