



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

SENIOR CLERK

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: Special Operations Unit

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

- ☐ 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:

- ☐ FDLE OEI-43 Non-Sworn & Contractor Applicant Background Waiver
- ☐ CP 18 - Applicant Questionnaire
- ☐ 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 the notary.)
- ☐ CP 118 – Senior Clerk Letter Regarding Salary
- ☐ FDLE OEI-32 – 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 the forms listed above, to the address, given above:

- ☐ Photograph (Approximately 2" X 2")
- ☐ Copy of Documents 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 the Following Documents: Court Ordered Name Change, Marriage Certificate(s) and Divorce Decree(s).

NOTE: Please note that Capitol Police personnel will conduct a credit history check, criminal and civil records check, employment check, and a fingerprint check at a later date, as you pass through various stages of the screening process.