

Frequently Asked Questions

1. Will my application be processed if I don't submit my official college transcript and requisition (job opportunity announcement) number for the position(s) I applied for?

No. Because of the large volume of applications we receive, it will be necessary for you to provide the requested documentation in order for your application to be considered?

2. Do you need an official copy of my college transcript? Can I have it sent directly from the college or university?

Yes. We will need an official unopened copy of your college transcript along with the job announcement number(s) for which you have applied. You may send your transcript along with the other required documentation, or have it sent from the college or university to:

Human Resource Coordinator
Florida Department of Law Enforcement, Room A3014
P.O. Box 1489
Tallahassee, FL 32302

3. Do you need transcripts from all of the colleges I have attended?

Yes. In order to make sure you qualify for the positions you have applied for, we must have a copy of all of your transcripts.

4. I have applied for several different requisitions (job opportunity announcements). Do you need a transcript for each position I have applied for?

No. Copies will be made and attached to your applications but you must indicate the requisition number(s) of the job opportunity announcements for which you have applied.

5. How long will my application(s) be remain active?

If you qualify, your application will remain active for one (1) year.

6. How can I find out where vacancies are located?

Position vacancies are located statewide. FDLE has laboratories in Pensacola, Tallahassee, Jacksonville, Orlando, Daytona Beach, Tampa and Ft. Myers. You should indicate on your application which office location(s) interest you. If you are willing to work at any location, you may indicate statewide on your application.

7. What is your physical address?

You should return all of the required documentation to Human Resource Coordinator,
2331 Phillips Rd, Tallahassee, Florida 32308