

## Frequently Asked Questions

- 1. Will my application be processed if I don't submit all of my official college transcripts and indicate the position number(s) for the position(s) I applied for?**

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

- 2. Do you need an official sealed copy of my college transcript(s)? Can I have the transcript(s) sent directly from the college or university?**

Yes. We will need one official, **unopened** copy of all college transcripts, along with the position number(s) for the position(s) for which you have applied. Your application cannot be considered until all transcripts are received, **Sending all of your official sealed transcripts combined into a single envelope will expedite your application process**; however, you may opt to have your transcript(s) sent directly from the college or university to:

Florida Department of Law Enforcement  
Office of Human Resources  
Attention: Forensic Hiring Coordinator  
P.O. Box 1489  
Tallahassee, FL 32302

- 3. I recently graduated from college but my official transcript has not been issued yet. Can I still apply for the positions and send a copy of my transcript later?**

We must have an official transcript that states your degree has been awarded before we can process your application.

- 4. I have applied for several different positions. 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 position numbers of the job announcements for which you have applied.

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

The Crime Laboratory Analyst and Forensic Technologist positions are advertised twice yearly - in January for the period of January 1<sup>st</sup> through June 30<sup>th</sup>, and July for the period of July 1<sup>st</sup> through December 31<sup>st</sup>. Your application will remain active for the period in which you apply. You may keep your application in the applicant pool by reapplying in January and July of each year.

- 6. If I already have my official transcripts on file at FDLE, do I need to re-send them each time I reapply for forensic positions?**

No. You may send an email to [Jobs@fdle.state.fl.us](mailto:Jobs@fdle.state.fl.us) and request to have your transcripts transferred to your new application each time you reapply

- 7. Where are the positions located?**

FDLE has laboratories in Pensacola, Tallahassee, Jacksonville, Orlando, Tampa and Ft. Myers. You should indicate on your application which office location(s) are of interest to you. If you are willing to work at any location, indicate "Statewide" on your application.

- 8. Where should I mail my transcript(s)?**

Mail the required documentation to: Florida Department of Law Enforcement, Office of Human Resources, Attention:, Forensic Hiring Coordinator, P. O. Box 1489, Tallahassee, Florida 32302.