



## CRIMINAL HISTORY RECORD CHECK APPLICATION

Palm Beach County Ordinance 2003-030 requires all contractor personnel who need to work without an escort in certain County facilities to pass a criminal history record check. You will be fingerprinted, and your fingerprints will be electronically sent to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for a state and national criminal history record check. **You must bring government issued photo identification** (such as a driver's license). **Please fill out the following information**, which is required for the criminal history record check, **before you come to get fingerprinted**. Failure to provide complete information will result in the County not being able to run the record check and will prohibit you from working in the facility without an escort.

<b>LAST NAME</b>		<b>FIRST NAME</b>		<b>MIDDLE NAME</b>	
<b>DO YOU USE ANY ALIASES? LIST BELOW - LAST NAME, FIRST NAME, MIDDLE NAME</b>					
<b>HOME ADDRESS: STREET, CITY, STATE, ZIP CODE</b>				<b>DAYTIME TELEPHONE</b>	
<b>SOCIAL SECURITY NUMBER</b>		<b>DRIVER LICENSE OR PHOTO ID NUMBER</b>		<b>STATE OF ISSUE</b>	
<b>PLACE OF BIRTH</b>				<b>DATE OF BIRTH</b>	
<b>WEIGHT</b>	<b>HEIGHT</b>	<b>HAIR COLOR</b>	<b>EYE COLOR</b>	<b>GENDER</b>	<b>RACE</b>

**CONTRACTOR EMPLOYEE RESPONSIBILITIES:**

You must review the list of disqualifying offenses (see page 2) prior to completing this application.

If the criminal history record check discloses information which will disqualify you from working unescorted, the Access Section will notify you in writing. If you believe there is an error in the records, you must notify the Access Section within 30 days. It is your responsibility to contact the appropriate law enforcement or judicial agencies to have the records corrected. A copy of the criminal history records can be provided to you, in person with proper photo identification.

If you are not approved to work unescorted, the Access Section will notify the County agency or department. You may still be permitted to work in the facility, if an escort can be arranged. Your employer will be notified that an escort is required and what provisions, if any, have been made for an escort. The Access Section will not disclose to your employer or the County agency any information about the disqualifying offense.

You will be issued a photo ID badge if you are approved to work unescorted. If you are not permitted to work without an escort, you will be issued a badge without the photo. You must wear your badge at all times while working in a County facility. If you lose the badge, you must notify your employer immediately to obtain a replacement. Your badge must be returned to your employer if you terminate employment or when the contract work ends. Badges are for identification only – they do not allow you to bypass any other security programs such as screening at the courthouses or government centers.

**Initial to show that you have read this page:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In Accordance with the provisions of ADA, this document may be requested in an alternative format  
(Turn page over and continue)

## DISQUALIFYING OFFENSES

A person will be considered to have a disqualifying offense if he or she was convicted of or entered a plea of guilty or nolo contendere to any of these criminal offenses:

1. Carrying a weapon or explosive into a building where this is posted as prohibited.
2. Destruction or vandalism to a public building or property.
3. Conveying false information and threats.
4. Murder or assault with intent to murder.
5. Treason, espionage or sedition
6. Kidnapping or hostage taking
7. Rape or aggravated sexual abuse
8. Unlawful possession, use, sale, distribution or manufacture of an explosive, weapon or weapon of mass destruction
9. Terrorism
10. Hate crimes
11. Extortion
12. Armed or felony unarmed robbery
13. Distribution of, or intent to distribute, a controlled substance
14. Felony arson
15. Felony involving a threat
16. Felony involving:
  - a. Willful destruction of property
  - b. Importation or manufacture of a controlled substance
  - c. Burglary
  - d. Theft
  - e. Dishonesty, fraud or misrepresentation
  - f. Possession or distribution of stolen property
  - g. Aggravated assault
  - h. Bribery
  - i. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year
  - j. Violence at any public airport
  - k. Information technology crimes including, but not limited to, unlawful use of protected information or hacking
17. Conspiracy or attempt to commit any of the criminal acts listed
18. Any offense involving animals if the individual will be working within an animal care and control facility
19. Any offense involving juveniles when the individual will be working at an aquatic center, gymnasium, Head Start facility, community center or the High Ridge Family Center

The offense will not be considered disqualifying if the individual received a full pardon or had his or her civil rights restored.

### **By signing below, I agree that:**

1. **I have read and understand the list of disqualifying offenses and certify that I do not have a disqualifying criminal offense.**
2. **I will notify the Access Section within 24 hours if I am convicted of a disqualifying criminal offense while I am allowed to work unescorted.**
3. **The information I have provided on this application is true, complete and correct to the best of my knowledge and is provided in good faith.**
4. **I understand that my fingerprints will be transmitted to the Florida Department of Law Enforcement for a state criminal history record check and the Federal Bureau of Investigation for a national criminal history record check. I understand that if there is an active warrant for my arrest, I could be arrested. I release Palm Beach County from any liability whatsoever in connection with the criminal history record check with regards to my request to work unescorted in County facilities.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_