

Department: Parks, Recreation & Conservation

Date: _____

New York State Division of Criminal Justice Services

BACKGROUND VERIFICATION CHECK CLEARANCE FORM

Applicant Name: _____ SS #: _____

- ☐ Exempt from criminal records check:
- _____ Exempt Department
 - _____ Exempt Title
 - _____ Current Employee
 - _____ Re-Hire/Previously Fingerprinted
 - _____ Preferred List Appointment
 - _____ Exempted Re-instatement
 - _____ Under 18 Yrs. Of Age

- ☐ Completed and Approved:
- Date _____ Reviewer Initials _____

- ☐ Completed and **DISAPPROVED**:
- Date: _____ Reviewer Initials: _____

FOR HUMAN RESOURCES ONLY:

- ☐ LIST APPOINTMENT
☐ PRECLEARANCE

ELIG LIST # _____

CERT # _____

CERT DATE: _____

☐ REACHABLE # _____

- ☐ CONT PERM ☐ PERM
☐ OTHER: _____

☐ EPM ATTACHED

TITLE: _____

JCC#: _____

SIGNATURE: _____

DATE: _____

DT: Y N

Fee Paid: \$ _____

☐ Hourly/Seasonal Employee