

PLEASE DETACH APPLICATION AND MAIL TO THE ADDRESS PROVIDED.

Application For

**CLASS “EE”  
RECOVERY AGENT  
INTERN LICENSE**



04/2020

Florida Department of Agriculture and Consumer Services



NOTICE TO APPLICANTS FOR LICENSES  
ISSUED PURSUANT TO CHAPTER 493, FLORIDA STATUTES  
MANDATORY DISCLOSURE OF SOCIAL SECURITY NUMBERS

Section 493.6105, Florida Statutes (F.S.), in conjunction with Section 119.071(5)(a)2, F.S., mandates that the Department of Agriculture and Consumer Services, Division of Licensing, obtain social security numbers from applicants. Applicant social security numbers are maintained and used by the Division of Licensing for identification purposes, to prevent misidentification, and to facilitate the approval process by the division. The Department of Agriculture and Consumer Services, Division of Licensing, will not disclose an applicant's social security number without consent of the applicant to anyone outside of the Department of Agriculture and Consumer Services, Division of Licensing, or as required by law. [See Chapter 119, F.S., 15 U.S.C. ss. 1681 et seq., 15 U.S.C. ss. 6801 et seq., 18 U.S.C. ss. 2721 et seq., Pub. L. No. 107-56 (USA Patriot Act of 2001), and Presidential Executive Order 13224.]

TO PREVENT UNNECESSARY DELAYS IN THE PROCESSING OF YOUR APPLICATION, ANSWER **ALL** QUESTIONS AND SUBMIT **ANY DOCUMENTATION NECESSARY** TO SUPPORT YOUR ELIGIBILITY.

SECTION I APPLICANT INFORMATION

- Must be at least 18 years of age.
- Must be a citizen or legal resident alien of the United States or have been granted authority to work in this country by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS).
- Must provide current RESIDENCE address. A P.O. Box is not considered a residence.

SECTION II MILITARY HISTORY

Complete this section to indicate whether you have ever been court-martialed, fined, or disciplined under the Uniform Code of Military Justice (UCMJ) or service regulations. If you respond YES to the question in this section, provide a complete and accurate account of this matter on a separate sheet of paper and provide copies of all official military documents related to the incident(s).

SECTION III CRIMINAL HISTORY

The department will deny your application if you:

- have been convicted of a felony in any state or of a crime against the United States, which is designated as a felony, or convicted of an offense in any other state, territory, or country punishable by imprisonment for a term exceeding 1 year, unless and until civil rights have been restored and a period of 10 years has passed since final release from supervision [s.493.6118(4), F. S.]. Proof of restoration of civil rights must be submitted with this application. Questions regarding the procedure for applying for restoration of civil rights or restoration of firearm rights should be addressed to The Office of Executive Clemency; Florida Commission on Offender Review; 4070 Esplanade Way; Tallahassee, FL 32399-2450, Toll Free 1-800-435-8286; Phone (850) 488-2952.
- are currently serving a suspended sentence on a felony charge or on probation for a felony charge [s.493.6118(4), F. S.].

The department may deny your application if you:

- have a history of being arrested for crimes of violence and/or found guilty of (or had adjudication withheld for) directly related crimes. This includes, but is not limited to: trespassing, breaking and entering, burglary, robbery, forgery, criminal mischief or theft, assault, battery, stalking, aggravated battery, aggravated assault, sexual battery, kidnapping, armed robbery, murder, aggravated stalking, resisting an officer with or without violence [Section 493.6118(1)(c), Section 493.6118(1)(j), Section 493.6118(3), F.S., Rule 5N-1.114, Florida Administrative Code].
- have demonstrated a lack of respect for the laws of this state and the nation [Section 493.6118(3), F.S.].
- have an outstanding bench warrant or capias [Section 493.6118(3), F.S.].
- are currently in a pre-trial intervention or deferred prosecution program [Section 493.6118(3), F.S.].

***You must provide complete information about your arrest(s) and include certified copies of court dispositions. A determination of your eligibility cannot be made until all documentation is received and a complete criminal history record check has been completed. This process takes 1-3 months.***

SECTION IV ALIAS INFORMATION

If you are known by any other name, be sure to include it in this section. This includes nicknames, married names, maiden names, a legal name change, alias names, fictitious names, etc.

## SECTION V PERSONAL HISTORY

- a. If you have ever been adjudicated incapacitated (determined by the court to be incapable of taking care of yourself), you must provide a copy of the court document restoring your capacity.
- b. If you have ever been involuntarily placed in a treatment facility for the mentally ill under Chapter 394, F.S., or similar laws of another state, you must provide a copy of the court document restoring your competency.
- c. If you have ever been diagnosed with a mental illness, you must provide a statement from a psychologist or psychiatrist licensed in Florida attesting that you are not currently suffering from a mental illness that precludes you from performing the duties of a recovery agent intern.
- d. If you are currently abusing a controlled substance, you are not eligible for licensure.
- e. If you have a history of controlled substance abuse, you must provide evidence of successful completion of a substance abuse rehabilitation program and three letters of reference, one of which should be from your sponsor in the program.
- f. If you have a history of alcohol abuse, you must provide evidence of successful completion of an alcohol rehabilitation program and three letters of reference, one of which should be from your sponsor in the program.

## SECTION VI TRAINING/EXPERIENCE

You must also submit with your application proof of successful completion of 40 hours of professional training provided by a Recovery Agent School or Training Facility licensed by the Department of Agriculture and Consumer Services.

## SECTION VII CERTIFICATION OF QUALIFIED EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

Section 493.6122, F.S., excludes from public disclosure the residence address and telephone number of any individual who holds a Class "C" Private Investigator license; a Class "CC" Private Investigator Intern license; a Class "E" Recovery Agent license; or a Class "EE" Recovery Agent Intern license unless the residence address and telephone number are the same as the business address and phone number.

Section 119.071, F.S., excludes from public disclosure specified information such as home addresses, telephone numbers, Social Security numbers, and photographs pertaining to certain individuals. To determine whether you qualify for an exemption, read the complete text of the law on line at <http://www.leg.state.fl.us/Statutes/>. IF YOU QUALIFY FOR EXEMPTION, answer this question to specify whether you want the statutorily exempt information to be kept from public disclosure. If you do NOT qualify for the exemption, leave it blank.

## SECTION VIII CITIZENSHIP

If you are not a U.S. Citizen, you must submit proof of current employment authorization issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS). A COPY of the front and back of one of the following USCIS forms is sufficient: I-551, I-766.

## SECTION IX PERSONAL INQUIRY WAIVER AND VERIFICATION

Review the information contained in this section, and sign and date the application. Failure to provide required information and sign and date this section will be considered an omission from application requirements and may result in a delay of your application's processing.

## GENERAL INFORMATION

A Class "EE" licensee must own or work for a Class "R" Recovery Agency or Class "RR" Branch Office and must be sponsored by a licensed Class "E" Recovery Agent or Class "MR" Manager.

Internship is computed on the basis of a full-time, 40-hour work week. You must serve a minimum internship period of one year. Any overtime hours worked beyond the 40-hour workweek cannot be used to reduce the one-year requirement. You must serve your internship under the direction and control of a licensed Class "E" Recovery Agent or a Class "MR" Manager.

Your sponsor cannot allow you to operate independently of his or her direction and control, or require you to perform activities that do not enhance your qualification for licensure. Your sponsor may not sponsor more than six interns at the same time.

Your sponsor must certify your progress in a biannual report and must certify the completion or termination of your internship within 15 calendar days. These reports must be on forms provided by the department and must include the inclusive dates of your internship; a narrative explaining your primary duties, types of experiences gained and the scope of training received; an evaluation of your performance; and a recommendation regarding future licensure.

You may begin work as a recovery agent intern upon submission of your complete application. If your application is deemed incomplete, a Notice of Errors or Omissions will be sent to you and to your employer. Your employment must be terminated until the problems outlined in the letter are resolved.

An applicant or licensee is ineligible to re-apply for the same class of license for a minimum period of 1 year following final agency action of denial or revocation of a license. However, this time restriction shall not apply to administrative denials where the basis was either of the following:

1. an inadvertent error or omission on the application or failure to submit required fees; or,
2. the department was unable to complete the criminal background investigation due to insufficient information from the Department of Law Enforcement, the Federal Bureau of Investigation, or any other applicable law enforcement agency.

Firearms and Ammunition:

Class "E" and Class "EE" licensees are not permitted to carry a firearm while performing regulated duties.

Submit your application to the Department of Agriculture and Consumer Services, Division of Licensing, Regional Office nearest you - or mail it to the Department of Agriculture and Consumer Services, Division of Licensing, Post Office Box 5767, Tallahassee, Florida 32314-5767.

### INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION

- PROOF OF TRAINING (See Section VI for details.)
- LETTER OF INTENT TO SPONSOR RECOVERY AGENT INTERN (Form FDACS-16027)
- PROOF OF WORK AUTHORIZATION (if you are not a U.S. Citizen.)
- COLOR PHOTOGRAPH (Refer to *Photograph Specifications* on following page.)
- FINGERPRINT SUBMISSION (Refer to *Fingerprint Submission Instructions* on following page.)
- FEES (paid by check or money order made payable to the Florida Department of Agriculture and Consumer Services.) Fees are nonrefundable and nontransferable.

Application Fee:*	\$50
License Fee:*	\$60
Fingerprint Processing Fee:**	\$42
Fingerprint Retention Fee**	\$10.75
<b>TOTAL FEES REQUIRED</b>	<b>\$162.75</b>

*\*The initial application fee for a veteran, as defined in s. 1.01, the spouse or surviving spouse of such veteran, a member of the United States Armed Forces who has served on active duty, or the spouse or surviving spouse of such member who at the time of death was serving on active duty and died within the 2 years preceding the initial application, shall be waived. Please include a copy of your (or your spouse's) DD214.*

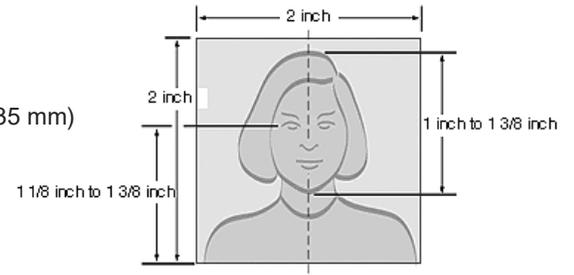
*The initial license fee for a veteran, as defined in s. 1.01, shall be waived if he or she applies for a license within 24 months after being discharged from any branch of the United States Armed Forces. An eligible veteran must include a copy of his or her DD Form 214, as issued by the United States Department of Defense, or another acceptable form of identification as specified by the Department of Veterans' Affairs with his or her application in order to obtain a waiver.*

*\*\*If you are also applying for another class of license under Chapter 493, F.S., at this time, submit only one set of fingerprints and a single fingerprint-processing and retention fee. If you have submitted a set of fingerprints and a fingerprint-processing and retention fee for a license under Chapter 493 within the past six months, no fingerprint submission or fingerprint-processing or retention fee is necessary at this time.*

## PHOTOGRAPH SPECIFICATIONS

Your photograph must be:

- In color, non-retouched.
- Printed on matte or glossy photo quality paper.
- 2 x 2 inches (51 x 51 mm) in size.
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
- Taken within the last 6 months to reflect your current appearance.
- Taken in front of a plain white or off-white background.
- Taken in full-face view directly facing the camera.
- With a neutral facial expression and both eyes open.
- Taken in clothing that you normally wear daily:
  - » Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily.\*
  - » You may only wear a hat or head covering if you wear it daily for religious purposes. Your full face must be visible and your head covering cannot obscure your hairline or cast shadows on your face.\*
  - » Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
  - » If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo. Glare on glasses is not acceptable in your photo.
  - » Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).



\* If you wear one of the listed articles of clothing or head wear daily for religious purposes, please provide the division with a written statement of that fact.

## FINGERPRINT SUBMISSION INSTRUCTIONS

You must submit a complete and legible set of fingerprints either on the FINGERPRINT CARD enclosed with this application package or by ELECTRONIC FINGERPRINT-SCAN. Your fingerprints can be taken at a participating law enforcement agency, by your employer, or by any business providing fingerprinting services.

**FOR INFORMATION REGARDING ELECTRONIC FINGERPRINT-SCAN**, visit our web page <http://mylicensesite.com>.

**IF SUBMITTING YOUR PRINTS ON THE ENCLOSED CARD**, read and follow these instructions carefully:

- Fingers should be washed and dried thoroughly prior to prints being taken.
  - Fingerprints must be rolled using black printer's ink.
  - The information you provide on the card **MUST BE TYPED** or **PRINTED IN BLACK INK**. However, please note that some spaces at the top of the fingerprint card should be left blank.
  - **DO NOT SIGN** the fingerprint card until you are in the presence of the person who will take your fingerprints. Your signature and the name on your application and fingerprint card should match.
1. **NAM** – Full name in following order LAST, FIRST, MIDDLE. Initials are not acceptable. If you have no middle name, enter NMN for MIDDLE.
  2. **RESIDENCE OF PERSON FINGERPRINTED** – Your RESIDENCE address.
  3. **EMPLOYER AND ADDRESS** – If you are currently employed, provide the name of your employer.
  4. **ALIASES AKA** – If you are known, or have been known, by any other name (nickname, married name, maiden name, alias, fictitious name, etc.), list those name(s) here. Include with your application copies of any legal documents that reflect a change of name (marriage certificates, divorce decrees, court affidavits effecting a legal name change, etc.). NOTE: Failure to provide a list of your other names or to furnish documentation pertaining to a legal name change will result in delays in the processing of your application.
  5. **CITIZENSHIP CTZ** – Enter the country of which you are a citizen (U.S., Cuba, Canada, etc.)
  6. **ARMED FORCES NO. MNU** – Enter your military service number if you have one.
  7. **SOCIAL SECURITY NO. SOC** – Sections 493.6105, 493.6304, and 493.6406, Florida Statutes, in conjunction with section 119.071(5)(a) 2, Florida Statutes, mandates that the Department of Agriculture and Consumer Services, Division of Licensing obtain social security numbers from applicants. Applicant social security numbers are maintained and used by the Division of Licensing for identification purposes, to prevent misidentification, and to facilitate the approval process by the Division.
  8. **HGT** (height) – Use feet and inches (example: for 5'11" enter 511)
  9. **DATE OF BIRTH DOB** (mmddyy); **PLACE OF BIRTH POB**, **WGT** (weight) – Enter required information.
  10. You are not required to complete YOUR NO. **OCA** or FBI NO. **FBI** or MISCELLANEOUS NO. **MNU**.
  11. **SEX, RACE, EYES, and HAIR** - FBI codes are shown below. Use appropriate code for each required area on the card.

SEX	RACE		EYE COLOR		HAIR COLOR	
M = Male F = Female	W = White B = Black I = American Indian or Alaskan Native	A = Asian or Oriental U = Other or Unknown	BLK = Black BLU = Blue BRO = Brown	GRY = Gray GRN = Green HAZ = Hazel	BLK = Black BRO = Brown GRY = Gray RED = Red	WHI = White BAL = Bald BLN = Blonde

Your fingerprint card will not be processed if: (1) the required information is not contained within the designated blocks; (2) a highlighter is used; (3) the card has been folded, creased, or damaged.



**THIS PAGE  
WAS  
INTENTIONALLY  
LEFT BLANK.**

**Please do not  
write on this page.**

SECTION II MILITARY HISTORY

Have you ever been fined, disciplined, or court-martialed under the Uniform Code of Military Justice or other service regulation?  YES  NO

If YES, provide a complete and accurate account of this matter on a separate sheet of paper and provide copies of all official military documents related to the incident(s).

SECTION III CRIMINAL HISTORY

a. Are you currently on parole or probation or in a deferred prosecution program, a pre-trial intervention program, or another similar program; or are you currently serving another form of state or federal supervision?  YES  NO

If YES, provide a certified copy of the court disposition for the relevant case(s).

b. Have you ever been convicted of, or had adjudication withheld on, a misdemeanor or felony? (Do not include non-criminal traffic violations.)  YES  NO

If YES, in the space provided below, provide complete and accurate information regarding each arrest AND provide a certified copy of the court disposition for each case.

ARREST DATE \_\_\_\_\_ CHARGE(S) \_\_\_\_\_

COUNTY \_\_\_\_\_

STATE \_\_\_\_\_ DISPOSITION \_\_\_\_\_

ARREST DATE \_\_\_\_\_ CHARGE(S) \_\_\_\_\_

COUNTY \_\_\_\_\_

STATE \_\_\_\_\_ DISPOSITION \_\_\_\_\_

Use additional sheet of paper if necessary. Falsification of information provided or failure to provide certified copies of court dispositions may result in the denial of your application.

SECTION IV ALIAS INFORMATION

Have you ever been known by a name other than the name on page one of this application? (Includes maiden names, married names, fictitious names, legal name changes, etc.)  YES  NO

If YES, in the space provided below, provide complete and accurate information regarding each name. Use additional sheet of paper if necessary.

NAME \_\_\_\_\_ NAME \_\_\_\_\_

NAME \_\_\_\_\_ NAME \_\_\_\_\_

SECTION V PERSONAL HISTORY

a. Have you ever been adjudicated incapacitated under Chapter 744, F.S., or similar law of another state?  YES  NO

If YES, include with your application a certified copy of the court document restoring capacity.

b. Have you ever been involuntarily placed in a treatment facility for the mentally ill under Chapter 394, F.S., or similar law of another state?  YES  NO

If YES, include with your application a certified copy of the court document restoring competency.

SECTION V PERSONAL HISTORY CONTINUED

- c. Have you ever been diagnosed with a mental illness?  YES  NO  
*If YES, include with your application a statement from a psychiatrist or psychologist licensed in Florida attesting that you are not currently suffering from an incapacitating mental illness that precludes you from performing regulated duties of a recovery agent intern.*
- d. Do you currently abuse any controlled substance?  YES  NO  
*If YES, you are ineligible for licensure.*
- e. Do you have a history of controlled substance abuse?  YES  NO  
*If YES, include with your application evidence of successful completion of a substance abuse rehabilitation program and three letters of reference, one of which should be from your sponsor in the rehabilitation program.*
- f. Do you have a history of alcohol abuse?  YES  NO  
*If YES, include with your application evidence of successful completion of an alcohol abuse rehabilitation program and three letters of reference, one of which should be from your sponsor in the rehabilitation program.*

SECTION VI TRAINING/EXPERIENCE

- a. Have you attached a completed Letter of Intent to Sponsor Recovery Agent Intern (Form FDACS-16027)?  YES  NO  
*If NO, your application for licensure may be denied.*
- b. Have you successfully completed the training required for licensure as a Recovery Agent Intern pursuant to Section 493.6403(2), F. S.?  YES  NO  
*If YES, include with your application a copy of your certificate of completion.  
If NO, be sure to do so within 90 days or your application for licensure may be denied.*

SECTION VII CERTIFICATION OF QUALIFIED EXEMPTION FROM PUBLIC RECORD DISCLOSURE

I have read the instructions for Section VII. I hereby certify that I qualify for exemption under Chapter 119, Florida Statutes, and want to keep the specified information exempt from public record disclosure. **Leave blank if not applicable.**  YES  NO

SECTION VIII CITIZENSHIP

- a. Are you a citizen of the United States?  YES  NO  
*If YES, proceed to Section IX.  
If NO, you must answer question (b) below.*
- b. Are you deemed a lawful permanent resident alien by the United States Citizenship and Immigration Services (USCIS), or have you been authorized to work in the U.S. by the USCIS?  YES  NO  
*If YES, proceed to Section IX.  
If you are not a lawful permanent resident alien or do not possess valid work authorization, you are not eligible for licensure.*

**SECTION IX PERSONAL INQUIRY WAIVER AND VERIFICATION**

*THIS APPLICATION IS EXECUTED UNDER OATH. FALSIFICATION OR MISREPRESENTATION OF ANY PART OR ANY DOCUMENT SUBJECTS THE APPLICANT TO CRIMINAL PROSECUTION UNDER SECTION 837.06, FLORIDA STATUTES*

I certify that I understand that the Division of Licensing will conduct any investigation deemed necessary to ensure that I have met all statutory requirements for licensure. I understand that inquiry shall be made regarding my criminal history and that subsequent investigation may include my school records, employment history, financial records, any history of controlled substance or alcohol abuse, and my mental capacity.

I hereby waive any provision of law forbidding any school official, court, police agency, employer, firm or person from disclosing to the division any knowledge or information concerning me, and I do certify that I give permission for such entity to disclose any information and to provide any record requested concerning me to the division.

I also affirm that the information contained in this application and all attachments I have submitted to be true and correct to the best of my knowledge. I understand that falsification of any information or documentation submitted with this application may be grounds for denial or revocation of the license.

Under penalties of perjury, I declare that I have read the forgoing application and that the facts stated in it are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

**SECTION X EMPLOYER STATEMENT (TO BE COMPLETED BY APPLICANT'S EMPLOYER)**

Agency Name: \_\_\_\_\_

Agency License #: \_\_\_\_\_

Name of Agency Head or Designee (type or print): \_\_\_\_\_

Signature: \_\_\_\_\_

Agency Phone #: \_\_\_\_\_

Date Signed: \_\_\_\_\_





Florida Department of Agriculture and Consumer Services  
 Division of Licensing  
**LETTER OF INTENT TO SPONSOR RECOVERY AGENT INTERN**

Chapter 493, Florida Statutes  
 Post Office Box 5767 • Tallahassee, FL 32314-5767 • (850) 245-5691  
 www.mylensesite.com

**WILTON SIMPSON  
 COMMISSIONER**

**INSTRUCTIONS:** This form must be completed by the primary sponsor of a Class "EE" Recovery Agent Intern. The designation of an alternate sponsor is optional. The sponsor or alternate sponsor must be a Class "E" or "MR" licensee.

NAME OF RECOVERY AGENCY/EMPLOYER \_\_\_\_\_

AGENCY OR BRANCH STREET ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_

AGENCY PHONE NUMBER \_\_\_\_\_ AGENCY LICENSE NUMBER \_\_\_\_\_ LICENSE EXPIRATION DATE \_\_\_\_\_

NAME OF PRIMARY SPONSOR \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_ LICENSE EXPIRATION DATE \_\_\_\_\_

NAME OF ALTERNATE SPONSOR (OPTIONAL) \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_ LICENSE EXPIRATION DATE \_\_\_\_\_

I agree to sponsor the intern named below. During this period of internship, the activities performed by this individual will be under my direction and control, and I will provide a semi-annual progress report on this individual's conduct and performance on Form FDACS-16033 pursuant to Section 493.6116(5), Florida Statutes. In the event that I am unable to provide the required direction and control to the intern, I hereby designate the alternate sponsor named above, whose signature appears below and thus confirms the acceptance by that person of such designation. At such time that I no longer sponsor this individual, I will notify the Florida Department of Agriculture and Consumer Services in writing within 15 calendar days of the termination of such sponsorship, providing details about the performance of the intern, using Form FDACS-16017, Termination/Completion of Sponsorship for Recovery Agent Intern.

NAME OF CLASS "EE" APPLICANT/LICENSEE \_\_\_\_\_ "EE" LICENSE NUMBER \_\_\_\_\_ SIGNATURE OF PRIMARY SPONSOR \_\_\_\_\_

STATE OF FLORIDA  
 COUNTY OF \_\_\_\_\_

The foregoing application was sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

PRINT NAME OF PRIMARY SPONSOR \_\_\_\_\_ NOTARY SIGNATURE \_\_\_\_\_

PRINT, TYPE, OR STAMP NAME OF NOTARY \_\_\_\_\_

PERSONALLY KNOWN       PRODUCED IDENTIFICATION  
 TYPE OF IDENTIFICATION PRODUCED \_\_\_\_\_

I agree to fulfill the responsibilities of sponsor in the event that the primary sponsor named above is unable to perform those duties.

STATE OF FLORIDA  
 COUNTY OF \_\_\_\_\_

The foregoing application was sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

PRINT NAME OF ALTERNATE SPONSOR \_\_\_\_\_ NOTARY SIGNATURE \_\_\_\_\_

PRINT, TYPE, OR STAMP NAME OF NOTARY \_\_\_\_\_

PERSONALLY KNOWN       PRODUCED IDENTIFICATION  
 TYPE OF IDENTIFICATION PRODUCED \_\_\_\_\_





## FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

### COMMISSIONER WILTON SIMPSON

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<p>Important Information for Applicants Submitting Fingerprints Where Criminal Record Results Will Become Part of the Statewide Automated Biometric Identification System</p>
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This memo includes information concerning the following topics:

- Sharing of Criminal History Record Information with the Division of Licensing
- Retention of Fingerprints
- Privacy Policy
- Right to Challenge an Incorrect Criminal History Record

This notice is to inform you that when you submit a set of fingerprints to the Florida Department of Law Enforcement (FDLE) for the purpose of conducting a search for any Florida and national criminal history records that may pertain to you, the results of that search will be returned to the Florida Department of Agriculture and Consumer Services, Division of Licensing.

By submitting fingerprints, you are authorizing the dissemination of any state and national criminal history record that may pertain to you to the Division of Licensing, from which you are seeking approval to be licensed to work within the private investigation, private security, or recovery industries pursuant to Chapter 493, Florida Statutes. The fingerprints submitted will be retained by FDLE, and the Division of Licensing will be notified if FDLE receives information indicating that you have been arrested in Florida.

Your Social Security Number (SSN) is needed to keep records accurate because other people may have the same name and date of birth. Disclosure of your SSN is imperative for the performance of the Division of Licensing's duties in distinguishing your identity from that of other persons whose identification information may be the same as or similar to yours.

Licensing agencies are allowed to release a copy of the state and national criminal record information to a person who requests a copy of his or her own record if the identification of the record was based on submission of the person's fingerprints. Therefore, if you wish to review your record, you may request that the Division of Licensing provide you with a copy. If, after you have reviewed the criminal history record, you believe it is either incomplete or inaccurate, you may conduct a personal review as provided in s. 943.056, F.S., and Rule 11C8.001, F.A.C. If you believe information received from the FBI is in error, you may contact the FBI at (304) 625-2000. You can receive any national criminal history record that may pertain to you directly from the FBI pursuant to 28 CFR Sections 16.30-16.34. You have the right to obtain a prompt determination as to the validity of your challenge before a final decision is made about your status as licensee.

The processing of your application for licensure may not be finalized until the criminal history background check is completed.

The FBI's Privacy Statement on the reverse side of this document contains additional information.



## *PRIVACY STATEMENT*

**Authority:** The FBI's acquisition, preservation, and exchange of information requested by this form is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub.L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub.L. 94-29; Pub.L. 101-604; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

**Social Security Account Number (SSAN).** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, security, licensing, and adoption, may be predicated on fingerprint based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and other submitted information for other authorized purposes of such agency(ies).

**Routine Uses:** The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(b)) and all applicable routine uses as may be published at any time in the Federal Register, including the routine uses for the FBI Fingerprint Identification Records System (Justice/FBI-009) and the FBI's Blanket Routine Uses (Justice/FBI-BRU). Routine uses include, but are not limited to, disclosures to: appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities for application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks; and as otherwise authorized by law, treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing this application, they may have additional routine uses.

**Additional Information:** The requesting agency and/or the agency conducting the application investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).