

**CITY OF CLEARWATER/CLEARWATER PUBLIC LIBRARY
 REQUESTS A LOCAL LAW ENFORCEMENT CHECK
 FOR EMPLOYMENT/VOLUNTEERS/CONTRACTORS**



To: Clearwater Police Department – Pinellas County Sheriff’s Office

Pursuant to Section 409.175 and Chapter 435, Florida Statutes, the City of Clearwater Library Services Department requests a local records check on the applicant listed below:

Last Name	First Name	Middle Name
Other names applicant has used (include maiden names/nicknames):		

Drivers License or ID # _____ State _____ Expiration _____

_____/_____/_____
 Date of Birth

____ - ____ - ____
 Social Security Number

 Sex

Race (Circle One)
 White Black
 Hispanic Asian
 American-Indian
 Unknown Other

I understand this is a request for my arrest history, and give my permission for it to be released to the Clearwater Public Library System for employment/volunteer or contractual purposes.

Signature of Applicant	Date
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Parent/Guardian (if minor)	Date
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Please document the findings on this sheet and return the information to:

City of Clearwater
 Main Library
 c/o Mercedes Bleattler
 100 N. Osceola Ave.
 Clearwater, FL 33755

 Appointing Authority
 City of Clearwater

To: Local Law Enforcement Agencies:

Please forward the results to Mercedes Bleattler, Youth Services Manager, Library Services, Main Library:

- Clearwater Police Department via inter-office mail. (Volunteers and Community Service Workers)
- Pinellas County Sheriff’s Office using the self addressed stamped envelope supplied.

If there are any questions, please contact Mercedes Bleattler at (727) 562-4970 ext. 5244. **Thank You.**

According to Chapter 435.09, Confidentiality of personnel background check information, “ No criminal, juvenile, or abuse hotline information obtained under this section may be used for any purpose other than determining whether persons meet the minimum standards for employment or other services for an owner or director of a covered service provider. The criminal records and juvenile records obtained by the department or by an employer are exempt from 119.07(1), Public Records.”

S:\Parks\Forms 1800-0316b Local Law Check Revised 03/09/01. Upon completion, original to be retained as an official record by Human Resources in the personnel file of the employee. Volunteers/Contractors will be retained in their personnel files in Library Services Administration. According to the State of Florida and the City of Clearwater Records Management Program.