



# Administrative Office of the Courts

## Consent for Release of Information

I, \_\_\_\_\_, hereby authorize the Administrative Office of the Courts (AOC) to perform a criminal background check and obtain my criminal history any time during the course of my certification or employment with the AOC or an agency certified by the AOC. I understand that information revealed in my background check may impact my eligibility for employment or certification. I understand that this authorization will remain in effect until I am no longer associated with the AOC or any agency certified by the AOC. I affirm that all of the information provided on this form is complete and correct. I further acknowledge that providing false information or failing to disclose any information pertaining to my identity or criminal history may be a violation of Georgia law.

### **Part I – Agency To Which You Are Applying (check at least one):**

- Administrative Office of the Courts (for Employment)
- County and Municipal Probation Advisory Council
- Georgia Commission on Family Violence
- Georgia Commission on Interpreters
- Georgia Office of Dispute Resolution

### **Part II - Applicant Information (print):**

Full Name \_\_\_\_\_  
Last Name First Name Middle Initial (Maiden Name If, applicable)

Address: \_\_\_\_\_  
Street Address or P. O. Box

\_\_\_\_\_ City State Zip Code

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
###-##-#### MM/DD/YYYY M or F

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
### lbs City State

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Office Use Only:**

- No criminal history found through GCIC system check.
- Criminal history found that prohibits hiring (see attached.)
- Criminal history found that does not prohibit hiring (see attached.)

## Criminal History Authorization Background Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Have you been convicted of, pleaded guilty or nolo contendere to a violation of the law? This **includes** DUI offenses but **excludes** traffic violations unless they resulted in suspension or revocation of a driver's license. *You must also report any such pending actions.*

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the offense(s) which led to each conviction or plea; (2) information concerning the length of time which has elapsed since each conviction or plea; (3) your age at the time of each conviction or plea; and, (4) evidence of rehabilitation since each conviction or plea.

2. Have you been disciplined by any professional organization? *You must also report any such pending actions.*

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the professional discipline; (2) information concerning the length of time which has elapsed since the professional discipline; (3) your age at the time of the professional discipline; and, (4) evidence of rehabilitation since the professional discipline.

3. Have your professional privileges been curtailed at any time? *You must also report any such pending actions.*

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the curtailment of privileges; (2) information concerning the length of time which has elapsed since the curtailment of privileges; (3) your age at the time of the time of curtailment of privileges; and, (4) evidence of rehabilitation since the curtailment of privileges.

4. Have you relinquished a professional privilege or license while under investigation? *You must also report any such pending actions.*

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the relinquishment of privileges; (2) information concerning the length of time which has elapsed since the relinquishment of privileges; (3) your age at the time of the time of the relinquishment of privileges; and, (4) evidence of rehabilitation since the relinquishment of privileges.

***See attached addendum for information on procedures for candidates who have been convicted of a violation of the law, who have been disciplined by a professional organization, who have had professional privileges curtailed, and/or who have relinquished a professional privilege or license while under investigation.***

## **Addendum to Criminal History Authorization**

### **I. Procedure for Applicants for Registration or Renewal of Registration Who Have Been Convicted of or Pled Guilty or Nolo Contendere to a Violation of the Law, Who Have Been Disciplined by a Professional Organization, Who Have Had Professional Privileges Curtailed, and/or Who Have Relinquished Any Professional Privilege or License While Under Investigation.**

**A.** Applicants for registration with the Georgia Office of Dispute Resolution must acknowledge the following information: (1) convictions of, guilty pleas to, or nolo contendere pleas to violations of the law, including traffic violations resulting in suspension or revocation of a driver's license and DUI offenses; (2) discipline by a professional organization; (3) curtailment of professional privileges; (4) relinquishment of any professional privilege or license while under investigation. An applicant against whom any of the above actions are pending shall likewise acknowledge this fact.

**B.** Upon request of the Georgia Office of Dispute Resolution, the applicant must amend his/her application to provide (1) information concerning the background of the offense which led to conviction, plea, discipline, curtailment of professional privileges and/or relinquishment of professional privilege or license; (2) information concerning the length of time which has elapsed since the conviction, plea, discipline, curtailment and/or relinquishment; (3) the age of the applicant at the time of the conviction, plea, discipline, curtailment and/or relinquishment; and (4) evidence of rehabilitation since the conviction, plea, discipline, curtailment and/or relinquishment.

**C.** The Georgia Office of Dispute Resolution conducts a background check on every applicant for registration or renewal of registration. If the background check reveals an arrest but no disposition, the applicant will be contacted by the Office for further information. Until there is a response from the applicant, the application will not be processed further. If there is no response from the applicant within six months of a request for information, the file will be closed. Any fee received beyond the \$25.00 non-refundable administrative fee will be returned to the applicant if requested. Once the Office is satisfied that no conviction followed the arrest and the case is closed, the application process will continue.

**D.** If an applicant for registration or renewal of registration fails to acknowledge (1) that he/she has been convicted of or pled guilty or nolo contendere to a violation of the law, including traffic violations resulting in suspension or revocation of a driver's license and DUI offenses; (2) that he/she has been disciplined by a professional organization; (3) that he/she has had his/her professional privileges curtailed; (4) that he/she has relinquished any professional privilege or license while under investigation; or (5) that any such actions are pending, the Georgia Office of Dispute Resolution has the discretion to immediately notify the applicant for registration or renewal of registration that he/she will be denied registration or renewal of registration. If currently registered, a neutral may be summarily removed from registration by the Georgia Office of Dispute Resolution under these circumstances.

**E.** The Committee on Ethics of the Georgia Commission on Dispute Resolution will identify categories of cases in which the Director of the Office of Dispute Resolution may exercise his/her discretion in permitting registration without referral to the Committee. In other cases, the applicant may be asked to appear before the Committee to discuss the information contained within the application. The Committee will make a determination as to whether the applicant should be registered or have registration renewed.

**F.** The hearing is private and is not open to the public. The hearing is informal, and rules of civil procedure and rules of evidence do not apply. The rules of evidence may serve as a guide for the

Committee. The standard of proof is a preponderance of the evidence. The applicant may bring counsel or a support person to the hearing. Although witnesses are not generally necessary in the hearing on an application, witnesses may be presented with permission of the Committee. If the applicant fails to appear or participate in good faith, the Committee will deny the application. The record in the case will consist of the application and any correspondence or documents gathered by the Committee or the Georgia Office of Dispute Resolution in connection with the application. The Committee will record the hearing. A copy of the tape will be made available to the applicant upon request.

**G.** An adverse decision of the Committee on Ethics may be appealed to the full Commission within thirty days of the date of such decision. The Commission may grant a hearing to the applicant. Hearings before the Commission are private. A decision of the Commission is final.

(1) The review by the Commission is ordinarily confined to the record, which will consist of the material described in Section F above and the tape of the hearing before the Committee. However, if good cause is shown before the review, the Commission may grant leave to present additional evidence. The Commission will, upon request, receive briefs and hear oral argument.

(2) The Commission will not substitute its judgment for that of the Committee in regard to the weight of the evidence or facts but may reverse or modify the original decision upon a finding that substantial rights of the appellant have been prejudiced because the Committee's findings, inferences, conclusions, or decisions are:

- (a) In violation of constitutional or statutory provisions;
- (b) Beyond the authority of the Committee in either substance or procedure;
- (c) Clearly erroneous;
- (d) Arbitrary or capricious or characterized by abuse of discretion or clearly unwarranted discretion.

(3) The review will proceed as follows:

- (a) The Commission will hear an opening statement and argument from the appellant/respondent and the counsel for appellant/respondent, if there be counsel.
- (b) The Commission may hear additional evidence if good cause is shown.
- (c) The Commission may question the Committee as to the basis of its decision.
- (d) The Commission will deliberate outside the presence of the Committee and parties.