



CONFIDENTIAL

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

CRIMINAL BACKGROUND INVESTIGATION FORM – VOLUNTEERS

The Superior Court has a policy that applicants must have a reputation for honesty and trustworthiness. Convictions, depending on the type, number and recency, may be disqualifying. Outstanding cases must be resolved to receive clearance.

All applicants for volunteer positions at the San Diego Superior Court are required to complete and submit a disclosure of past criminal convictions. This information will be maintained separately from the application and will be kept confidential.

Instructions for Completing this Form:

1. Complete Part 1, Identifying Information. Attach a copy of the applicant's driver license or identification card.
2. Complete Part 2, Convictions.
Note: Applicants may omit:
 - Minor traffic infractions.
 - Offenses subject to the process and jurisdiction of the Juvenile Court.
 - Convictions for which the record has been resolved by referral to, and participation in, any pretrial or posttrial diversion program; or judicially dismissed, ordered sealed, expunged, or statutorily eradicated pursuant to law, including, but not limited to, Pen. Code §§ 1203.4, 1203.4a, 1203.425, 1203.45, and 1210.1.
 - Convictions for the following offenses, as they relate to cannabis, two years or more from the date of conviction: possession (Health & Saf. Code §§ 11357(b) or (c)); giving away or offering to give away, transporting, offering to transport, or attempting to transport not more than 28.5 grams (Health & Saf. Code § 11360 (b)); possession of paraphernalia (Health & Saf. Code § 11364); presence where controlled substances are being unlawfully used (Health & Saf. Code § 11365); or unlawfully using or being under the influence of controlled substances (Health & Saf. Code § 11550).
3. Complete Part 3, Public Records. The Superior Court considers conviction records as part of the background investigation process. The court will provide copies of such public records unless the applicant has waived the right to receive them. If the applicant is not approved to volunteer based on the information obtained, the court will provide the records even if the applicant has waived the right to receive them.
Note: Information provided by the California Department of Justice (DOJ) is considered to be confidential and generally cannot be disclosed by the court. However, if the applicant is not approved to volunteer based on the information obtained from the DOJ, the court will provide to the applicant copies of the information it relied on in making its decision. If no adverse decision is made based on the DOJ information, the applicant will need to contact the DOJ to obtain this information. Information contained in the local records check is also confidential, but the court can provide a summary of the case information which was disqualifying, and, if desired, applicants can obtain copies of information in their case files at the court location where the case resides.
4. Sign and date the form at the bottom.
5. Submit this form, along with a copy of the applicant's driver license or identification card attached, with the application to volunteer.

CONFIDENTIAL
CRIMINAL BACKGROUND INVESTIGATION FORM – VOLUNTEERS

A copy of the applicant's driver license or identification card must be submitted with this form.

Part 1: Identifying Information

Position for which applying: _____

Name: _____
Last First Middle

Other names used: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Work Phone: (____) _____

Driver License/ID: _____ Date of Birth: _____
State Number Expiration Date Mo/Day/Yr

Social Security Number: _____ - _____ - _____ Place of Birth: _____
City & State

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Part 2: Convictions

Has the applicant ever been convicted of a criminal or traffic offense? Offenses listed in #2 on page one of this form may be omitted.

YES NO

While in military service, was the applicant ever convicted by a general court martial?

YES NO

Details for an answer of "YES" to either of the above must be provided.

DATE	CHARGE	PLACE	COURT	ACTION TAKEN

Part 3: Public Records

Applicant elects to receive Applicant elects not to receive a copy of any public record (conviction record) obtained pursuant to this background investigation. (See #3 on page one of this form.)

APPLICANT'S CERTIFICATION: All answers and statements above are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers will result in immediate disqualification or dismissal from the San Diego Superior Court. I authorize the San Diego Superior Court to investigate my present and past record of character including, but not limited to, employment records and criminal history which could include information of a confidential or privileged nature. I release you, your organization, or others from liability or damage which may result from furnishing the information required.

Date: _____

Signature of Applicant