



## FBI CITIZENS ACADEMY GUIDELINES FOR NOMINATIONS

The Dallas Division FBI Citizens Academy (CA) will be nine consecutive weeks. The classes will take place on Thursday evenings and will also include one Saturday for range day. The classes will begin September 6, 2018 from 5:30 – 9:00 pm with remaining sessions going through to November 1, 2018. Some of the remaining sessions will be from 5:30 – 9:00 pm and all others will be from 6:00 – 9:00 pm. The range day is scheduled for October 27, 2018 from approximately 8:00 AM – 1:00 PM.

Nominations for the 2018 class may be submitted by FBI CA graduates, past/present FBI employees, and/or FBI National Academy Graduates. Individuals nominated must be in good standing in the community.

### **Candidates must meet the following criteria:**

- A recognized business, religious, or community leader
- Live and/or work within the Division's jurisdiction
- Minimum age 18 years
- No prior felony or serious misdemeanor convictions
- No misdemeanor or felony arrests within one year of application
- Must consent to a criminal records check
- Agree to attend all sessions (unless an emergency arises)
- Agree to NOT bring any electronic devices into the FBI Dallas Division building
- Agree to share: name, occupation and photo with class members if selected and choice of sharing phone number and e-mail address
- Be nominated by an FBI employee (or former), a CA Graduate, or an FBI National Academy Graduate

To nominate a candidate, please complete the attached **Nomination Form** and provide a **narrative** stating the reasons for nominating the candidate. The candidate is to complete and submit the application form and Privacy Act Statement & Consent. If you plan to nominate more than one candidate, please make copies of these forms.

The selection of the final candidates for the 2018 class is based upon several factors including interest and availability.

At the conclusion of the program, graduates will be liaisons between the FBI and the community and are expected to assist in improving relationships between law enforcement agencies and the community by sharing the insights and information they gain through the CA Program. Each graduate, while not in any way an official spokesperson for the FBI, may be called upon to share their understanding of the role of federal law enforcement.

Graduates are also encouraged to become members of the Dallas Division Chapter of the Citizens Academy Alumni Association (CAAA). The CAAA's mission is to actively support the Community Outreach efforts of the Dallas Field Office.

**FBI Dallas Division  
CITIZENS ACADEMY NOMINATION FORM**

The following individual has been identified as a potential candidate for participation in the 2018 Dallas Division Citizens Academy (CA) class.

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

Telephone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Email Address: \_\_\_\_\_

Nominated by: FBI Employee (or former)  CA Graduate  Other Law Enforcement

NOTE: Self Nominations will not be accepted for the 2018 session.

Nominator information (CA & NA Graduates please include year or class #, Other Law Enforcement, please indicate):

Name and contact information: \_\_\_\_\_

\_\_\_\_\_

Nature and duration of relationship (professional/personal): \_\_\_\_\_

\_\_\_\_\_

---

---

**NARRATIVE**

Please **attach** a statement, **not to exceed two (2) paragraphs**, describing the reasons you believe the nominated individual is a good candidate for the FBI Citizens Academy. The nominating individual must provide the FBI Dallas Division Community Outreach Specialist this document either directly or through the nominee who can send along with his/her application.

Please be sure to include the applicant's involvement and/or membership in any civic, religious, business, and/or community organizations which highlight the individual's contributions to our community.

**DEADLINE FOR COMPLETED FORMS:**

**Completed application packets must be returned to the FBI Dallas Division by June 11, 2018. Forms may be mailed to FBI Community Outreach, One Justice Way, Dallas, TX 75220 or scanned and emailed to [CommunityOutreach.Dallas@ic.fbi.gov](mailto:CommunityOutreach.Dallas@ic.fbi.gov).**



---

**Federal Bureau of Investigation  
Citizens Academy Program Application  
Dallas Division – 2018**

---

This form will be used by the FBI in determining whether you meet the criteria for the FBI Citizens Academy program. The final determination of whether you meet the criteria for the FBI Citizens Academy program is the responsibility of the FBI. The FBI does not discriminate on the basis of race, color, religion, sex, national origin, disability, or sexual orientation when granting access to the FBI Citizens Academy program.

**Personal Information**

Name: _____		
Last	First	Middle
<p>List all other names you have used, including nicknames and maiden names. If you have ever used any legally changed name, please list the time period this occurred and the circumstances. If you ever legally changed your name, please list the date, place, and court:</p> _____		
Date of Birth _____	Place of Birth _____	Gender _____
Social Security Number _____	Driver's License Info (State & Number) _____	
Citizenship (Country) _____	Acquired By: Birth ____ Marriage ____ Naturalization ____	
	Legal Resident and/or Non-U.S. Citizen ____	
<i>If you are a naturalized U.S. citizen, list your naturalization number as well as the date and place your naturalization occurred.</i>		
_____		

**Address/Contact Information**

Physical Street Address (do not list a P.O. Box):			
_____			
Street _____	City _____	State _____	ZIP Code _____
Mailing Address (if different from physical address):			
_____			
Street _____	City _____	State _____	ZIP Code _____
Home Phone _____	Work Phone _____		
Cell Phone _____	E-Mail Address _____		
In the event of an emergency, list a relative or close associate who can be contacted:			
Name: _____	Relationship _____	Phone Number _____	

**Employment Information**

Current Employer \_\_\_\_\_

Employee Address \_\_\_\_\_  
Street City State ZIP Code

Company Website: \_\_\_\_\_

Job Title \_\_\_\_\_ Length of time with current employer \_\_\_\_\_

Brief description of duties performed:  
\_\_\_\_\_  
\_\_\_\_\_

If less than three years with employer, list former employer: \_\_\_\_\_

**Organization Memberships**

List any organizations, associations, or community groups to which you belong (including any Citizens Academy Programs you have participated in):  
\_\_\_\_\_  
\_\_\_\_\_

**Criminal Background Information**

Have you ever been charged with or convicted of any felony offense? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged with or convicted of a firearms or explosive offense? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there currently any charges pending against you for any criminal offense? Yes \_\_\_\_\_ No \_\_\_\_\_

In the last 10 years, have you been arrested for, charged with, or convicted of any offense? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, provide details, including date, place, law enforcement agency, charge, court, and disposition.**

**Certification and Authorization to Conduct Law Enforcement Checks**

I hereby authorize the FBI to conduct a standard check of law enforcement records on me. I understand this check will include, but not limited to, any record of charges, prosecution or convictions for criminal or civil offenses. This check will be used for the purpose of the FBI's Citizens Academy application process. My consent is valid for three months from the date authorized below. Any information obtained will be used for the purpose of providing clearance to participate in the FBI Citizens Academy program.

\_\_\_\_\_  
Full Name (Typed or Printed) Full Name (Signature)

Date \_\_\_\_\_

## Ethnicity and Race Identification (Optional)

The information collected in this section will be used only to focus outreach efforts to improve the diversity of the Citizens Academy program. Providing this information is voluntary, and failure to do so will have no effect on the determination of whether you meet the criteria for the FBI Citizens Academy program.

**Specific Instructions:** These questions are designed to identify your ethnicity and race. **Regardless of your answer to question 1, please also answer question 2.**

1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Yes  No

2. Select the racial category or categories with which you most closely identify. Check all that apply.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (e.g., Cambodia, China, India, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam).

Black or African-American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

## Participation in Firearms Demonstration

Is there any reason you cannot participate in a firearms demonstration? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details:

## Citizens Academy Photograph Consent/Release Form

*During your participation in an FBI community outreach program event or activity, an FBI photographer may photograph the event or activity. By signing this consent/release form, you agree that your image appearing in any such photograph may be used by the FBI and the community outreach program for public affairs purposes.*

I agree to release to and authorize the FBI to use any photograph containing my image, as described above, in print or electronic media including, but not limited to, the FBI's public website and social media platforms, for purposes of community outreach and public affairs

\_\_\_\_\_  
Full name (typed or printed)

\_\_\_\_\_  
Full Name (Signature)

Date \_\_\_\_\_

**Citizens Academy Indemnity Agreement**

I, \_\_\_\_\_, the undersigned, in consideration of the Federal Bureau of Investigation (“FBI”) allowing my participation in the FBI sanctioned event(s), which I acknowledge is good and valuable consideration, agree to release, discharge, indemnify, hold harmless, and defend the United States, the Federal Bureau of Investigation, its employees, contractors, and other personnel from, and to assume full responsibility for and pay or otherwise settle, any claim, action, liability, loss, damage, or suit arising from my participation in said FBI event and/or activity. In the event the undersigned shall fail to honor his or her obligations under this Release and Hold Harmless Agreement (“agreement”), the undersigned further agrees to pay all reasonable attorney’s fees and costs necessary to enforce this agreement or to defend any action brought in default of this agreement. The agreement shall be unlimited as to amount or duration. The agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns, and personal representatives.

\_\_\_\_\_  
Full name (typed or printed)

\_\_\_\_\_  
Full Name (Signature)

Date \_\_\_\_\_

**Citizens Academy Authorization to Share Information Form**

If selected: your name, occupation and photo will be shared with your fellow classmates.  
If selected: would you like to share your phone number with your classmates? If yes, which phone number?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Phone number to share: \_\_\_\_\_  
If selected: would you like to share your e-mail address with your classmates? Yes \_\_\_\_\_ No \_\_\_\_\_

*I hereby authorize the FBI to share my name, occupation, photo and questions that I answered “Yes” to, with my classmates.*

\_\_\_\_\_  
Full name (typed or printed)

\_\_\_\_\_  
Full Name (Signature)

Date \_\_\_\_\_

**Commitment if Selected**

Due to the tremendous interest in the Dallas FBI CA and limited positions available, a commitment to attend all ten sessions is required with the exception of unforeseen emergencies. The Dallas FBI CA is scheduled to begin Thursday, September 6, 2018 from 5:30 pm to 9:00 pm and continuing every Thursday through November 1, 2018 with some sessions taking place from 5:30 – 9:00 pm and others taking place from 6:00 – 9:00 pm. This includes one session held on Saturday, October 27, 2018 from approximately 8:00 am to 1:00 pm.

*I understand the requirement and I commit to attend all ten sessions of the 2018 Dallas FBI CA. I also understand that, if this form is not filled in completely that I will not be considered to attend the program. Due to security purposes, I understand that I am not allowed to bring any electronic devices into the FBI Dallas Division building.*

\_\_\_\_\_  
Full name (typed or printed)

\_\_\_\_\_  
Full Name (Signature)

Date \_\_\_\_\_

## **Privacy Act Statement**

The collection of information on this form is authorized by Title 28, United States Code, section 533; Title 28, Code of Federal Regulations, section 0.85; and Department of Justice Order 2600.2D, *Security Programs and Responsibilities* (June 16, 2011). Your Social Security number is requested as authorized by Executive Order 9397 (Nov. 30, 1943), as amended by E.O. 13478 (Nov. 18, 2008). The information is collected to assist the FBI in evaluating your application for the Citizens Academy program and to maintain the security of FBI personnel, facilities, and information systems, except for the optional information regarding race and national origin, which will only be used to focus outreach efforts in order to improve the diversity of the program. Providing the requested information is voluntary; however, failure to provide the requested information—except for optional race and national origin information—may result in you not being selected to attend the FBI Citizens Academy. The information you provide will be maintained in the FBI's Central Records System (Justice/FBI-002), notice of which was published in the Federal Register and may be viewed at <https://www.fbi.gov/services/records-management/foipa/fbi-privacy-act-systems>. The information you provide may be used in accordance with the routine uses contained in that notice or as otherwise authorized by law.

## **Notice**

Knowingly falsifying or concealing information required on this form will result in your application being rejected. In addition, Title 18 Section 1001 of the U.S. Code provides that knowingly falsifying or concealing a material fact may under certain circumstances constitute a felony resulting in fines and/or imprisonment.