



**COLORADO JUDICIAL DEPARTMENT
AUTHORIZATION FOR RELEASE OF INFORMATION**

Full Legal Name: _____

Names Also Known As (“AKA’s”) including Maiden Name, All Former Last Names, Nicknames, etc. (Note: Omitting AKA’s may result in disqualification for employment) : _____

Date of Birth: _____ **Social Security Number:** _____ **Gender:** ☐ Male ☐ Female

Please list the cities and states where you have resided in the past five years, including current: _____

Position Sought: _____ **District:** _____

Are you a current Colorado Judicial Department employee? Yes ☐ No ☐

Criminal Convictions Disclosure:

Criminal Convictions and Any Pending Criminal Charges relating to:

- Any Felony
- Any Misdemeanor
- Any Traffic Offenses involving drugs or alcohol or Petty Offenses involving drugs or alcohol

Please explain below any criminal history in the categories listed above regardless of timeframe and any pending criminal charges, including the date, charge(s) filed, disposition and court location and any mitigating information, if any, regarding the circumstances. (Note: Omitting these convictions or pending charges may result in disqualification for employment). Conviction means a finding of guilt by a judge or jury; entering a plea of guilty or no contest (nolo contendere) or entering into a deferred sentence or adjudication where the sentence is still deferred or the case is still pending. _____

I hereby authorize and consent to the release of any and all information, including without limitation, all records, statements and opinions held by any person, employer, school, law enforcement agency, military personnel and any other entity or organization to the Colorado Judicial Department to verify information submitted by me as an applicant for employment or volunteer service.

I authorize the release of all records relating to my attendance at any school or educational institution, including without limitation, transcripts and other documentation of academic or athletic achievements, attendance records, incident reports and/or disciplinary actions. I also consent to a criminal background check and to the release of any and all information held by law enforcement agencies, including without limitation, arrest records, incident reports and criminal investigation reports.

I authorize the release of any and all employment records, including without limitation, my complete personnel file, applications for employment, and any documentation of training, wages paid, performance or evaluation, advancement, demotion or change in pay, any grievances filed by or against me, and any corrective or disciplinary actions.

I hereby release any and all persons, entities, agencies and organizations, individually and collectively, from liability for damages of whatever kind relating to or arising out of any release of information, including records, statements and opinions, as a result of this authorization.

A photocopy of this authorization shall be as valid as the original and for one year from the date it is signed.

I understand that my suitability for employment or volunteer service is based upon the results of this investigation and that any offer of employment or approval to perform volunteer services is conditioned on my receiving, in the Judicial Department’s discretion, a satisfactory background investigation. I further understand that refusal to sign this form may result in the offer of employment or approval to perform volunteer service being withheld or withdrawn.

☐ **By checking this box and typing in my name, _____ on this date _____, I hereby submit my electronic signature certifying that I have read, understand, and hereby consent to the above authorizations for release of information. I further certify that the above information is complete, true and accurate.**