



Protecting the Citizens  
of Florida

## File Audit Request

I currently hold or am applying for more than one credential. I believe the following official/original documentation is already on file. Please audit my portfolio for the item(s) listed below. I understand that it may take up to 4 weeks for the audit to be completed.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Certification Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

Official Criminal History

Diploma Name of Educational Institution \_\_\_\_\_

Transcripts Name of Educational Institution \_\_\_\_\_

Work Experience Agency Name: \_\_\_\_\_

Training Training Title: \_\_\_\_\_

Date of Training: \_\_\_\_\_

Trainer/Institution Name: \_\_\_\_\_

Please apply the above documentation to:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only** Staff Assigned: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Found/Letter Sent on: \_\_\_\_\_ Not Found/Letter Sent on: \_\_\_\_\_