



# POLYGRAPH EXAMINER APPLICATION

<b>FOR OFFICE USE ONLY</b>
<b>EFFECTIVE 5-2019</b>
EXPIRES _____
PROCESSED BY _____

**NOTICE:** Information contained on this application is considered a public record and may be released under the Freedom of Information Act. Under penalty of A.C.A. § 5-53-103, knowingly giving a false statement or submitting a false document constitutes a Class A Misdemeanor.

**PURSUANT TO A.C.A § 17-40-301, IT IS UNLAWFUL TO PERFORM ANY FUNCTION REQUIRING A LICENSE, CREDENTIAL OR COMMISSION UNTIL SAID LICENSE, CREDENTIAL OR COMMISSION HAS BEEN ISSUED TO THE APPLICANT.**

**PLEASE TYPE OR PRINT LEGIBLY**

<b>FOR OFFICE USE ONLY:</b> Employee Credential Number
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**PLEASE ATTACH TWO (2) CURRENT PASSPORT STYLE PHOTOS TO THIS APPLICATION.**  
Please write applicant's name on the back of the photograph

NAME \_\_\_\_\_  
Last First MI

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_  
(MUST BE 21 YRS OLD)

SEX: \_\_\_\_\_ RACE: \_\_\_\_\_ HGT: \_\_\_\_\_ WGT: \_\_\_\_\_ EYES: \_\_\_\_\_ HAIR: \_\_\_\_\_

DRIVER'S LICENSE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
State Number

PLACE OF BIRTH: \_\_\_\_\_  
City County State Country

**\*\*\*IF YOU ARE A NON-U.S. CITIZEN, PLEASE ATTACH CURRENT/VALID PROOF OF ELIGIBILITY TO WORK IN THE U.S.**

NAME OF BUSINESS/COMPANY: \_\_\_\_\_

LAW ENFORCEMENT OFFICER:  YES  NO  
**(IF THE LICENSE IS TO PERFORM ONLY YOUR JOB DUTIES AS LAW ENFORCEMENT, NOT AS A PRIVATE VENDOR, PLEASE LIST THE ADDRESS FOR THE LAW ENFORCEMENT AGENCY AND NOT YOUR PRIVATE (PERSONAL) ADDRESS.)**

BUSINESS PHYSICAL LOCATION ADDRESS:  
\_\_\_\_\_  
Street/P.O. Box City County State/ZIP

BUSINESS MAILING ADDRESS:  
\_\_\_\_\_  
Street/P.O. Box City County State/ZIP

BUSINESS/ COMPANY PHONE: (\_\_\_\_\_) \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

APPLICANT PHYSICAL ADDRESS: \_\_\_\_\_  
Street/P.O. Box City County State/ZIP

APPLICANT MAILING ADDRESS: \_\_\_\_\_  
Street/P.O. Box City County State/ZIP

HOME PHONE: (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_\_) \_\_\_\_\_

**\*\*\* PLEASE SUBMIT A CHECK OR MONEY ORDER ONLY \*\*\***

ALL APPLICANTS MUST HAVE A BACKGROUND CHECK. APPLICATION FEE, 2-CLASSIFIABLE FINGERPRINT CARDS, AND BACKGROUND CHECK FEES **MUST BE INCLUDED** WITH THE SUBMISSION OF THIS APPLICATION.

POLYGRAPH EXAMINER	FEE	\$120.00	CODE 22001
STATE BACKGROUND CHECK FEE	FEE	\$22.00	CODE 82006
FEDERAL BACKGROUND CHECK FEE	FEE	\$11.25	CODE 80019
FEDERAL BACKGROUND/INA FEE	FEE	\$1.00	CODE 80011
FEDERAL BACKGROUND CHECK FEE	FEE	\$2.00	CODE 80006

**TOTAL AMOUNT DUE \$156.25**

<input type="checkbox"/> <u>OPTIONAL</u> WALLET IDENTIFICATION CARD	FEE	\$15.00	CODE 22003
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**TOTAL AMOUNT DUE WITH OPTIONAL CARD \$171.25**

**\*\*\* A CERTIFIED LAW ENFORCEMENT OFFICER WHO IS A FULL-TIME EMPLOYEE OF A LAW ENFORCEMENT AGENCY AND WHO IS APPLYING FOR HIS OR HER LICENSE AS A CERTIFIED POLYGRAPH EXAMINER OR INTERN POLYGRAPH EXAMINER TO BE USED SOLELY IN CONJUNCTION WITH HIS OR HER EMPLOYMENT IS NOT REQUIRED TO PAY THE FEE.**

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**BOND AND INSURANCE REQUIRED:**

- PROOF OF A SURETY BOND OR INSURANCE POLICY THAT HAS BEEN ISSUED TO THE APPLICANT IN THE SUM OF \$5,000. **(PLEASE ATTACH CURRENT SURETY BOND OR INSURANCE POLICY TO THIS APPLICATION).**
- MAY SUBMIT A LETTER FROM THE COUNTY SHERIFF, MUNICIPAL CHIEF OF POLICE, OR DIRECTOR OF A STATE AGENCY THAT STATES THAT ANY LIABILITY INCURRED WILL BE COVERED UNDER THAT ENTITY'S MEMBERSHIP IN THE ARKANSAS FIDELITY BOND TRUST FUND, A RISK MANAGEMENT POOL, OR LIABILITY COVERAGE, IF THE APPLICANT IS CONDUCTING A POLYGRAPH EXAMINATION SOLELY IN THE COURSE OF HIS OR HER EMPLOYMENT WITH A LAW ENFORCEMENT AGENCY. **(PLEASE ATTACH LETTER(S) TO THIS APPLICATION).**

**EDUCATION OR EXPERIENCE REQUIRED:**

- HOLDS A BACCALAUREATE DEGREE FROM A COLLEGE OR UNIVERSITY THAT IS ACCREDITED BY AN ACCREDITING AGENCY APPROVED BY THE UNITED STATES SECRETARY OF EDUCATION OR HAS AT LEAST FIVE (5) CONSECUTIVE YEARS OF ACTIVE LAW ENFORCEMENT EXPERIENCE. **(AN APPLICANT MAY SATISFY THIS REQUIREMENT WITH FIVE (5) CONSECUTIVE YEARS OF INVESTIGATIVE EXPERIENCE IN LAW ENFORCEMENT, THE ARMED FORCES, OR THE PRIVATE SECTOR, SO LONG AS THE APPLICANT PERFORMED INVESTIGATION RELATED DUTIES AS HIS OR HER PRIMARY OCCUPATION DURING THAT PERIOD (RULE 12.0)). (PLEASE ATTACH PROOF OF EDUCATION AND/OR EXPERIENCE TO THIS APPLICATION.)**
- IS A GRADUATE OF A POLYGRAPH EXAMINERS COURSE APPROVED BY THE DIRECTOR OF THE DEPARTMENT OF THE ARKANSAS STATE POLICE AND HAS SATISFACTORILY COMPLETED AN INTERNSHIP OF NOT LESS THAN SIX (6) MONTHS. **(PLEASE ATTACH PROOF OF EDUCATION AND/OR EXPERIENCE TO THIS APPLICATION.)**

**NON-RESIDENT REQUIREMENTS:**

- A POLYGRAPH EXAMINER LICENSEE WHO DOES NOT MAINTAIN A PLACE OF BUSINESS IN ARKANSAS SHALL FILE WITH THE DIRECTOR OF THE ARKANSAS STATE POLICE AN IRREVOCABLE CONSENT AS OUTLINED IN § A.C.A 17-39-204. THE CONSENT SHALL STIPULATE AND AGREE THAT THE SERVICE OF PROCESS UPON THE DIRECTOR SHALL BE TAKEN AND HELD TO BE VALID AND BINDING FOR ALL PURPOSES.
- AN APPLICANT WHO IS A POLYGRAPH EXAMINER LICENSED UNDER THE LAWS OF ANOTHER STATE OR TERRITORY OF THE UNITED STATES MUST PROVIDE SATISFACTORY PROOF THAT THE APPLICANT MEETS THE REQUIREMENTS OF §§ 17-39-202 AND 17-39-204. THE APPLICANT MUST HAVE BEEN ACTIVELY AND LAWFULLY ENGAGED IN THE ADMINISTRATION OF POLYGRAPH EXAMINATIONS UNDER THE LAWS OF THAT STATE OR TERRITORY FOR AT LEAST TWO (2) YEARS BEFORE HIS OR HER APPLICATION IS SUBMITTED FOR A LICENSE. **(PLEASE ATTACH PROOF OF REQUIREMENTS TO THIS APPLICATION.)**

The applicant must list all arrests, pending criminal charges, pleas of nolo contendere, pleas of guilty, or convictions for any felony, Class A misdemeanor, crime involving an act of violence, or crime involving moral turpitude. Include all those that have been sealed or expunged **(MUST PROVIDE COPY OF ORDER TO SEAL AND ORIGINAL JUDGMENT)**.

**Rule 2.9. Prior offenses –**

**The Director of the Department shall deny an application if the applicant has been found guilty or has pleaded guilty or “nolo contendere” to any criminal offense listed in A.C.A. § 17-39-202, § 17-39-206, § 17-39-304, § 17-40-306, or § 17-40-337.**

**(a) A prior conviction will disqualify the applicant even if the conviction has been sealed or expunged; but (b) A prior conviction will not disqualify an applicant if the applicant has received a pardon for the conviction in accordance with A.C.A. § 16-93-201, et seq. (i) To qualify for a commission, the pardon must include a provision for full restoration of firearm rights.**

**CHECK APPLICABLE BOX:**

- NO, I DO NOT HAVE ANY RECORDS OF ARREST, PENDING CRIMINAL CHARGES, CONVICTION(S) OR PLEA(S) OF NOLO CONTENDERE OR GUILTY.
- YES, I DO HAVE RECORDS OF ARREST, PENDING CRIMINAL CHARGES, CONVICTION(S) OR PLEA(S) OF NOLO CONTENDERE OR GUILTY.

LIST ALL RECORDS OF ARREST, PENDING CRIMINAL CHARGES, CONVICTION(S) OR PLEA(S) OF NOLO CONTENDERE OR GUILTY.

Charge	Location	Date	Disposition

**NOTICE: A VERIFIED STATEMENT (ANY COURT DOCUMENT, ARRESTING AGENCY REPORT OR INFORMATION FROM A PROSECUTOR’S OFFICE) REGARDING ANY CHARGE LISTED ABOVE MUST BE ATTACHED TO THIS APPLICATION.**

Are you a registered sex offender or required to register as a sex offender? Yes  No

Are you on active duty military service?  
**(Please attach a copy of the active duty orders)** Yes  No

Are you the spouse of an active duty military service member?  
**(Please attach a copy of the active duty orders)** Yes  No

Are you a returning military veteran applying within one (1) year of discharge from active duty?  
**(Please attach a copy of the DD-214)** Yes  No

Are you the spouse of a returning military veteran applying within one (1) year of discharge from active duty?  
**(Please attach a copy of the DD-214)** Yes  No

**VERIFICATION AND AUTHORITY TO RELEASE**

**TO WHOM IT MAY CONCERN**

Under penalty of A.C.A. § 5-53-103, I the undersigned hereby affirm that all information contained on this application is true and correct. I understand that giving a false statement or submitting a false document will subject me to criminal prosecution, preclude future Arkansas Private Investigator, Security, Alarm Installation, and Monitoring license, commission, or credential issuance, and/or immediate revocation of any license, commission, or credential already issued by the Department.

I understand that the Arkansas State Police will conduct a thorough background investigation before rendering a final decision regarding my eligibility for a License, Commission and/or Credential and this investigation may include, but not be limited to, inquiries as to my abilities, character, reputation, criminal record, and past employment record.

To facilitate this investigation, I do, hereby, give my consent and authority for any educational institution, hospital, mental institution, including specifically the Arkansas State Hospital and Veterans Administration Hospital, medical doctor, police agencies, the Arkansas Crime Information Center, Federal Bureau of Investigation, National Crime Information Center, Interstate Information Index, credit reporting agencies, former employers, and former business associates to furnish information from their records to the Arkansas State Police. I do, hereby, give my consent and authority that any information (including sealed or expunged criminal history) and/or evidence gathered or received by the aforementioned agencies may be submitted to any court, board, or commission in open hearing or court in any judicial or administrative proceeding.

With regard to any credit reporting agencies which might be contacted by the Arkansas State Police, I understand that I may inquire as to the identification of those credit reporting agencies contacted, and the Arkansas State Police will advise me as to the identity and the nature and scope of information they furnished.

**PRINT FULL NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT RECORD NOTIFICATION**

**Notification:** Fingerprints submitted will be used to check the criminal history records of the FBI.

**Obtaining Copy:** Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>.

**Change, Correction, or Updating:** Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

**Privacy Act Statement**

**This privacy act statement is located on the back of the FD-258 fingerprint card.**

*Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.*

*Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.*

*Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.*