



Kat Thomson, Acting Deputy Commissioner/Chief of Staff  
Roman Paprocki, Assistant Commissioner  
Human Resources Applicant Investigation Unit  
75-20 Astoria Blvd, Suite 250

East Elmhurst, NY 11370

Tel: 718•546 •3248

Fax: 718•278•6072

## IG-Check Form

Date:

**THIS IS AN INQUIRY CONCERNING:**

EXAM/LIST #: \_\_\_\_\_

NAME

ADDRESS

POSITION HELD

FROM / TO

LAST FOUR OF THE SOCIAL SECURITY NO.

DATE OF BIRTH

In accordance with the privacy Act of 1975, I hereby give my written consent and authorize you to turn over any and all employment records relating to my employment. I acknowledge by this authorization that I release you from any obligation or liability in the disclosure of the contents of such files and the professional observations or opinions contained therein. I further request that such records be forwarded to the Correction Department Investigator, named below.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
LAST FOUR OF THE SOCIAL SECURITY NO.

The above named person is an applicant for the position of Correction Officer in the City of New York Department of Correction and states that he/she was employed by you during the period(s) shown above.

I have been assigned by the Correction Commissioner to investigate the character and records of this applicant in order to determine his/her eligibility for the position.

You can assist this department in its effort to appoint competent persons of good character if you would furnish the information requested on the reverse side of this letter. All information will be treated as confidential.

Your cooperation and prompt reply will be greatly appreciated.

\_\_\_\_\_  
Rank / Name

**IG-CHECK**

**IG-CHECK**

NAME OF FIRM OR AGENCY

TYPE OF BUSINESS OR FUNCTION OF AGENCY

DATE

EMPLOYED  
FROM/TO

PART TIME /  
FULL TIME

TITLE

LAST FOUR OF THE S.S #

**WAS CANDIDATE EVER DISCIPLINED?**

**RESIGNED IN LEIU OF TERMINATION?**

YES

NO

YES

NO

IF YES, GIVE DETAILS:

\_\_\_\_\_

**WAS CANDIDATE EVER BROUGHT UP ON ANY DEPARTMENTAL CHARGES?**

YES

NO

IF YES, GIVE DETAILS:

\_\_\_\_\_

**WAS CANDIDATE EVER BROUGHT UP ON ANY CRIMINAL CHARGES?**

YES

NO

IF YES, GIVE DETAILS:

\_\_\_\_\_

**ADDITIONAL COMMENTS:**

**DO YOU PREFER A PERSON-TO-PERSON INTERVIEW REGARDING CANDIDATE?**

YES

NO

SIGNATURE OF INSPECTOR: \_\_\_\_\_ Tele. # : \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_