



### APPLICANT DOCUMENTATION FORM

**United States Park Police**  
Headquarters  
1100 Ohio Drive, S.W.  
Washington, D.C. 20002



Applicant Full Name (Last, First, Middle)		Social Security Number
Address	Telephone	Email Address
Date of Written Test	Location	
I am declining employment with the U.S. Park Police because:		
* I would like to defer employment with the United States Park Police because:		
NOTE: If you are deferring employment with the United States Park Police, you must complete this form and return to:  <b>[INSERT NAME], Recruiting Sergeant</b> <b>United States Park Police</b> <b>Human Resources Office</b> <b>1100 Ohio Drive S.W.</b> <b>Room 177</b> <b>Washington, DC 20024</b> <b>Telephone: [INSERT PHONE NUMBER]</b>		
<b>PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS</b>		
Signature	Date	
Received By	Date	

## NOTICES

### PRIVACY ACT NOTICE

**Authority:** U.S.C. Title 54, 5 U.S.C. 3301, 3302, 3307, 3309, 3313, and Executive Order 9397.

**Purpose:** The information collected on this form will be used to review your qualifications for employment in connection with the pre-employment qualification determination phase of the United States Park Police application process.

**Routine uses:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DOI as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other government agencies, authorized organizations and individuals. The disclosure is only permitted as described under the routine uses for the system of records notice "OPM/GOVT-5 Recruiting, Examining, and Placement Records" when is compatible with the purpose for which the records were compiled.

**Disclosure:** Voluntary, however, failure to provide the requested information may impede our ability to review your qualifications for employment.

### INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579 SECTION 7(b)

Your Social Security Number (SSN) is needed to identify records unique to you. Although disclosure of your SSN is not mandatory, failure to disclose your SSN may prevent or delay the determination of your pre-employment qualifications. The authority for soliciting and verifying your SSN is Executive Order 9397. It will be used primarily to identify your records with the United States Park Police and other Federal agencies in connection with lawful requests for information about you from former employers, educational institutions, and financial or other organizations in accordance with established regulations and published notices of system of records.

### PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) as part of the Pre-employment Suitability Phase of the application process to help us determine your suitability for the position of a United States Park Police Officer. Your response is required to obtain or retain a benefit; however, failure to provide the requested information may prevent or delay the processing of your pre-employment suitability determination, adversely affecting your consideration for appointment as a United States Park Police Officer. The OMB Control Number, 1024-0245, is currently valid. We may not collect this information and you are not required to respond unless this number is displayed.

### ESTIMATED BURDEN STATEMENT

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information to the Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Dr. (MS-242), Reston, VA 20192. Do not send your completed form to this address.