



**NEW YORK STATE UNIFIED COURT SYSTEM  
OFFICE OF COURT ADMINISTRATION  
DIVISION OF HUMAN RESOURCES  
COURT OFFICER STAFFING & SECURITY SERVICES**

**APPLICATION FOR CLERICAL EMPLOYEES (PEACE OFFICER TITLES)  
REQUESTING FIREARMS TRAINING**

_____	_____	_____
Last Name	First Name	Title
_____	_____	_____
P.O. #	Court or District	Work Phone Number

I am requesting firearms training and agree to participate in all the procedures listed below and to cooperate fully in all aspects of the investigation. I understand that in order to begin the screening process, I also must first complete Basic Peace Officer Training.

- Physical Ability Test
- Vision Screening Test
- Written Psychological Tests
- Background Investigation
- Psychological Interview
- Evaluation Board Review
- Medical Exam

For detailed information about the entire screening process please visit:

<http://ww2.nycourts.gov/careers/cot/screening.shtml>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SUBMIT APPLICATIONS TO:**

OFFICE OF COURT ADMINISTRATION  
COURT OFFICER STAFFING & SECURITY SERVICES  
Fax: (212)401-5954  
Email: [CLK-SCREENING@NYCOURTS.GOV](mailto:CLK-SCREENING@NYCOURTS.GOV)  
Questions call (212)428-2145