



CITY OF BUFFALO
DEPARTMENT OF HUMAN RESOURCES
CIVIL SERVICE DIVISION



BYRON W. BROWN
MAYOR

GLADYS HERNDON-HILL
COMMISSIONER

APPLICATION RELEASE FORM

DIRECTIONS:

1. Applicant must submit this completed form, along with completed green receipt forms, to the Civil Service Office to be reviewed and stamped.
2. Applicant will then take stamped green receipts to the Treasury Office, Room 114 City Hall to remit payment.
3. **Applicant must submit both green receipts and fee in the amount indicated, to the Treasury Office. The Treasury Office will keep the green receipt (B) and return the stamped green receipt (C) to applicant.**
4. All signatures on this form **must be original**; no copies will be accepted. There is a \$10.00 fee to process this form. Payment **MUST** be made by **CASH OR MONEY ORDER ONLY**. Checks are not acceptable. Make money orders payable to the **Buffalo Police Department**.

****FAILURE TO REMIT PAYMENT WITH THE GREEN RECEIPTS TO THE TREASURY OFFICE WILL RESULT IN YOUR DISQUALIFICATION FROM PROCESSING FOR EMPLOYMENT.**

I, the undersigned, request arrest record information within the City of Buffalo, for myself. I have completed all the information required below. My identification and signature are verified on this application by a Notary Public or Commissioner of Deeds. The information will be obtained by the Buffalo Police Department and delivered to the Civil Service Office, Room 1001 City Hall. I understand that without total compliance to these instructions, the requested information will not be received by Civil Service

SOCIAL SECURITY NO. _____

NAME OF APPLICANT _____

MAIDEN NAME _____

CURRENT ADDRESS _____

SEX _____ RACE _____ DATE OF BIRTH _____

SIGNATURE DATE

State of New York, County of Erie, City of Buffalo

On the _____ day of _____ 20 _____, before me personally appeared _____, to me known to be the same person described in, and who executed the foregoing instrument and acknowledged thereof.

NOTARY PUBLIC / COMMISSIONER OF DEEDS

*****TO BE COMPLETED BY THE BUFFALO POLICE DEPARTMENT IDENTIFICATION BUREAU PERSONNEL *****

RECORD ATTACHED VERIFIED BY _____
 NO RECORD ON FILE DATE VERIFIED _____

COMMENTS: _____

NOTE: USE OF THIS INFORMATION IS NOT BASED ON FINGERPRINT IDENTIFICATION. DO NOT RETAIN AFTER 60 DAYS FROM DATE VERIFIED. NOT VALID UNTIL STAMPED.