

# Application for Renewal of Facility Clearance

Fresno County Sheriff-Coroner's Office  
Jail Division  
Application for Renewal of Facility Access to  
the Fresno County Detention Facilities

Name: \_\_\_\_\_

Agency/Firm/Organization Represented: \_\_\_\_\_

Agency/Firm/Organization Address: \_\_\_\_\_

Agency/Firm/Organization Telephone: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Reason requesting authorization for Jail Clearance: (Interviews, Assessments, Lead Groups/ Classes, Volunteer, etc.)

\_\_\_\_\_

\_\_\_\_\_

After completing this form and the attached personal history statement, return to the Main Jail Fingerprints Room, located on the first floor of the Main Jail Detention Facility at 1225 "M" Street.

Instructions to the Applicant

# Application for Renewal of Facility Clearance

- Please fill out all areas.
- Type or legibly print (in ink).
- If more space is needed for responses, attach additional pages and identify the information by the question number.

## **Accurate and Full Disclosure**

Keep in mind that:

1. **You must return this form whether there are changes in your information or not.**
2. All statements are subject to verification.
3. Inaccuracies or incomplete statements may remove you from consideration for renewal.

## **Disclosure of Arrests and Convictions**

**(If no new arrest within the last 2 years please indicate so with N/A(not applicable))**

As an applicant you are required to disclose any of the following which occurred since your original application (even if the records are sealed):

1. All arrests, whether they result in a conviction or not.
2. All convictions.
3. All diversion programs, whether completed or not (unless medically related).

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## SECTION 1: PERSONAL

1. YOUR FULL NAME

LAST

FIRST

MIDDLE

2. HOME ADDRESS

STREET

APT/UNIT

CITY

STATE

ZIP

3. MAILING ADDRESS

STREET

APT/UNIT



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## SERGEANT'S REVIEW

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Contact Level: Red \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## FRESNO COUNTY Sheriff-Coroner's OFFICE JAIL DIVISION DETENTION FACILITIES IDENTIFICATION CARD

You have received a Jail identification card that will allow you to enter the Fresno County Detention Facilities. Your ID card has been issued with an expiration date (located beneath your photo). It is each individual's responsibility to renew their ID card prior to the expiration date. The Sheriff's Office will not issue a reminder.

If your badge expires prior to renewal, you will need to reapply and could be required to pay a fee to be re-fingerprinted.

If your ID card is lost, stolen or misplaced, it is your responsibility to report the loss to both the Sheriff's Office and your employer. IMMEDIATELY call and notify the Jail Pass Coordinator at (559) 600-8241 or (559) 600-8240.

In order to facilitate replacement of an ID card, you will need to submit the following:

- A letter addressed to the Jail Operations Bureau Commander explaining the circumstances of the loss, and if applicable, the steps you will take to prevent reoccurrence.
- A letter from your employer requesting replacement of the ID card (to include the telephone number and signature of your supervisor).

Without these documents, the ID card will not be reissued.

If you separate employment from your current employer, you are required to return your ID card within ten (10) business days to:

Jail Pass Coordinator  
Fresno County Sheriff's Office  
Jail Operations Bureau  
1225 "M" Street  
Fresno, CA 93721

The ID card is the property of the Fresno County Sheriff's Office. If you fail to return your ID card, it could prohibit you from being able to receive another ID card in the future.

Identification cards are not to be altered in any way.

I have read and understand the above conditions associated with maintaining a Fresno County Detention Facility ID card. I agree to comply with the conditions as set forth herein.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Computer Number