



FBI JACKSONVILLE DIVISION CITIZENS ACADEMY

NOMINATION GUIDELINES

The FBI Jacksonville Division is expected to host the next Citizens Academy class in the spring of 20##. Nominations may be submitted anytime by FBI employees (past or present), Citizens Academy graduates, or individuals wishing to self-nominate. The deadline for nominations is TBD each calendar year.

Nominees must be in good standing in the community and meet the following criteria:

- A recognized business, religious, or community leader
- Live and/or work within the Division's jurisdiction
- Minimum 18 years of age
- No prior felony or serious misdemeanor convictions
- No misdemeanor arrests within one year of application
- Must consent to a limited background check
- Agree to attend all sessions (Dates TBA in advance of commitment by nominee)

Please complete the attached nomination form and include a narrative stating the reasons you are nominating the candidate. Selection of the final candidates will be determined by the field office, and at the discretion of the Special Agent in Charge.

At the conclusion of the program, graduates are encouraged to join the FBI Jacksonville Citizens Academy Alumni Association (FBIJCAAA), which helps strengthen relationships and improve understanding between the FBI and the community. Graduates are not official spokespersons for the FBI, but may be called upon to share their understanding of the mission of federal law enforcement agencies, specifically the FBI, in the future.

**FBI JACKSONVILLE DIVISION
CITIZENS ACADEMY NOMINATION FORM
SPRING 20##**

I am nominating the following individual as a potential candidate for participation in the FBI Citizens Academy program.

Nominator Information (You)

Name:			

First	Middle	Last	
Mailing Address:			

Street	City	State	ZIP Code
Home Phone _____	Work Phone _____		
Cell Phone _____	E-Mail Address _____		

Nominee Information (Candidate)

Name:			

First	Middle	Last	
Mailing Address:			

Street	City	State	ZIP Code
Citizenship (Country): _____			
Home Phone _____	Work Phone _____		
Cell Phone _____	E-Mail Address _____		

I am a(n):

FBI Employee _____ FBI Retired _____ Citizens Academy Alumni _____ Self-Nominee _____

Describe the nature (professional/personal) and duration of your relationship with the nominee:

Please provide a statement, not to exceed two paragraphs, describing the reasons you believe the nominated individual is a good candidate for the FBI Citizens Academy program. Include involvements and/or memberships in any civic, religious, business, and/or community organizations highlighting the individual's contributions to the community.

Return this completed form no later than TBD for each Calendar Year.

**FBI Jacksonville Division
Attention: PAO Amanda Videll
Community Outreach – Citizens Academy
6061 Gate Parkway
Jacksonville, FL 32256
904-248-7093
Outreach.jacksonville@fbi.gov**