

ABC APPLICATION INSTRUCTIONS

Completed applications must be **RECEIVED 75 days** before the requested examination date. All elements of the application must be received for the application to be considered.

APPLICANTS FOR FIELD TESTING EXAMINATIONS: Completed applications must be RECEIVED 45 days before the examination. No fees are required to be submitted with the application packet. All other elements of the application must be received for the application to be considered.

1. Visit the ABC website (<https://www.criminalistics.com/certification.html>) and review the relevant eligibility requirements for your desired certification prior to completing and submitting the application. If you submit your application and do not meet the eligibility requirements, your application will be denied, and your application fee will NOT be refunded.
2. Complete all information requested on the application form.
3. For all certifications except for the FKE, include a copy of your diploma with stated major in a natural or forensic science. If your diploma does not state your major, then provide other validating proof of major (such as transcripts). If present, redact your Date of Birth and Social Security Number. The FKE does not require proof of a degree.
4. If you are certified by any other forensic organizations, you will be asked to provide copies of your certificate(s) or certification card(s).
5. During the application process, you will be asked to provide the names of two references, one must be your technical leader or direct supervisor. References must be involved in the field of Criminalistics. Return these completed reference forms with your application. Close family members (e.g., spouse, parent, or sibling), ABC Directors, ABC Examination Committee Chair, ABC Credentials Committee members, and ABC contractors pose a potential conflict of interest and should not be used as references. If your supervisor or technical leader falls into one of these categories, please contact the Registrar's Office for further guidance.
6. Provide a copy of each relevant authorization to perform casework or similar equivalent documentation to prove that you have completed an in-depth training program. Acceptable documentation includes:
 - authorization to perform casework
 - letter or memo from the Technical Leader, Supervisor, or Lab Director stating that you are authorized to perform casework
 - finalized training sign-off sheet stating you are authorized to perform casework

Resumes, curriculum vitae, statement of qualifications documents are not acceptable documentation.

7. Read and acknowledge that you understand and agree to abide by the ABC Rules of Professional Conduct (09-0001F). The form is submitted electronically and is available at: <https://www.criminalistics.com/application-process.html>.
8. You will be asked to provide the name of your Director to confirm your application. If you cannot have your application signed by your Director or direct supervisor, you will be asked to provide the name of another witness.
9. The fees required for application are defined on the [Application Process](#) page of the website. The Application Fee is non-refundable. The application will not be processed until the fee has been paid. You may apply for multiple certifications on one application; however, you must submit an application fee for each certification for which you are applying.
10. To sit for an examination, you must submit the Examination Sitting Fee and the Request for ABC Examination Seat found on the website. If these are not received with the application, you will be required to submit both before you will be allowed to sit for an examination. The form and payment **must be received 60 days prior** to the requested sitting date.
11. Make checks or money orders payable to the American Board of Criminalistics, Inc. Alternatively, PayPal or credit/debit card payments may be made on our website at: <https://www.criminalistics.com/online-payments1.html>. If you must mail a check, the mailing address is PO Box 418, Gardiner, ME 04345.