

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. Review the Eligibility Requirements for Certification prior to completing and submitting the application to confirm that you fulfill the requirements as stated.
2. Type or print all information requested on the application form (09-0301F). Each item in the application must bear an entry; if "none" is applicable then state so. Use extra sheets for additional data or information; identify the material being furnished and include your name and address on each sheet.
3. 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).
4. Give an Applicant Reference form (09-0311F) to two people you select as references. References must be involved in the field of Criminalistics; one must be either your direct supervisor or technical leader. Return these completed reference forms with your application.
5. Provide copy of each relevant authorization to perform casework or similar equivalent documentation to prove that you have completed an in-depth training program.
6. Read and acknowledge that you understand and agree to abide by the ABC Rules of Professional Conduct (09-0001F) by signing and returning the form.
7. Include two copies, one per page, of one government issued identification, which includes your signature. The copies should be color printouts or color photocopies. The identification included in the application packet should be the same identification that you will provide at the examination to confirm your identity.
8. Have your immediate supervisor or laboratory director verify and sign for all information provided on your application.
9. If you cannot have your application signed by your Director or direct supervisor, have your application signed by another relevant individual and complete the Request for Application Confirmation Waiver (09-0312F).
10. Submit the Request for ABC Examination Seat form (09-0310F). If this form is not received with the application, you will be required to submit the form before you will be allowed to sit for an examination. This form **must be received 60 days prior** to the requested sitting date.
11. Refer to the fee schedule for payment information. At the time of initial application, there is a \$50 (U.S. funds) non-refundable, non-transferable application fee and a \$250 Examination non-refundable but transferable sitting fee. The sitting fee must be used within 5 years of the associated examination sitting date or the monies will be forfeited. Make checks or money orders payable to the American Board of Criminalistics, Inc. Alternatively, PayPal payments may be made to ABCPay@gmail.com.
12. Mail the original completed application and enclosures, and both fees to:

American Board of Criminalistics, Inc.
P. O. Box 1358
Palmetto, FL 34220

FEIN 11-3000406