



**NEW YORK STATE UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
COURT OFFICER STAFFING & SECURITY SERVICES
APPLICANT VERIFICATION UNIT
25 Beaver Street - Room 1053
New York, New York 10004
tel (212)428-2777
fax (212)428-2778
avu@courts.state.ny.us**



NOTICE TO CANDIDATE

Please be advised if, **at any time prior to your appointment**, you have a change in status (e.g. marital status, change of address or employment, if you are arrested or receive a summons, if you become medically or physically disabled, or suffer any physical injury, or if there is any other change in your status), **you must notify this office immediately**. This will keep your file up to date with timely and accurate information and help to facilitate the completion of your investigation.

Failure to notify this office of any such change may be grounds for your disqualification for the position of Court Officer Trainee. Your cooperation in all matters relating to your investigation is necessary to expedite your appointment. If you have any questions relating to what constitutes a change in status, or questions pertaining to your individual situation, contact your investigator at (212) 428-2777.

I have read, fully understand and agree to comply with the contents of this directive. I also acknowledge that I have received a copy of this directive for my records.

SIGNED

DATED

INVESTIGATOR'S SIGNATURE

