In Reply, Please Refer to File No.

450 Golden Gate Avenue
Thirteenth Floor
San Francisco, California 94102
(415) 553-7400
September 9, 2010

Re: Citizens' Academy

Dear [Name],

I am pleased to advise you that you have been selected to attend the fall session of the 2010 Federal Bureau of Investigation's Citizens' Academy. The FBI Citizens' Academy will begin on Thursday, September 30, 2010, and will run for six consecutive Thursday evenings, from 6:00 p.m. - 9:00 p.m. each evening.

The FBI Citizens' Academy will be held at the Silicon Valley Regional Computer Forensics Laboratory ("RCFL"), 4600 Bohannon Drive, Suite 200, Menlo Park, California, telephone (650) 289-3000. The building is located inside the Menlo Corporate Center. Upon entering the building, please follow the signs to Suite 200, where you will be greeted by an FBI employee. Please do not bring cameras, audio or video recording equipment (to include certain mobile phones), or any weapons (including pocket knives or pepper spray) into the RCFL. Parking is available on-site. For the first session, please arrive at approximately 5:45 p.m. to allow time for registration.

Included in the program is a "Day at the Range." This session is scheduled to take place in Dublin, CA on Saturday, November 13, 2010, beginning at 8:00 a.m. During this session, there will be a demonstration by the San Francisco Division Special Weapons and Tactics ("SWAT") team, and after a basic firearm safety discussion, with the guidance of an FBI Firearms Instructor, you will have an opportunity to shoot some of the weapons used by the FBI.

I look forward to meeting you and offering you the opportunity to participate in this unique experience inside the FBI. Please contact Community Outreach Specialist [Name] at [Phone Number] to confirm your attendance and to answer any questions.

Sincerely yours,

Stephanie Douglas
Special Agent in Charge

158A - SF - C14348E - SFOA - 175
Federal Bureau of Investigation  
Citizens' Academy Application

**Personal Data**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>First</td>
</tr>
</tbody>
</table>

List all other names you have used, including nicknames and maiden names:

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Place of Birth</th>
<th>Current Age</th>
</tr>
</thead>
</table>

Gender | Social Security Number |

Hair | Eyes |

Citizenship (Country) USA  
Acquired by: Birth | Marriage | Naturalization |

**Current Address**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone</td>
<td></td>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>Pager #</td>
<td></td>
<td>Cellular Phone</td>
<td></td>
</tr>
</tbody>
</table>

In the event of an emergency, please list the name and phone number of a relative or close associate that can be contacted:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Phone</th>
</tr>
</thead>
</table>

**Employment Information**

<table>
<thead>
<tr>
<th>Name of Current Employer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If applicable, Doing Business As (DBA)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td></td>
<td>Length of time with present employer</td>
<td></td>
</tr>
</tbody>
</table>

ACLURM011813  
FBI011927
Have you ever been charged with a felony offense?

Have you ever been convicted of a felony?

If yes, list details pertaining to conviction, including date, place, law enforcement agency, charge, court, and disposition:

Full name (typed or printed)  

Date of authorization

I hereby authorize the FBI to conduct a standard check of law enforcement records on me. I understand this check will include, but not be limited to, any record of charges, prosecutions or convictions for criminal or civil offenses. This check will be used for the purpose of the FBI's Citizens' Academy application process. My consent is valid for three months from the date authorized below. Any information obtained will be used for the purpose of providing clearance to participate in the FBI's Citizens' Academy.

Organization Memberships

Please list any organizations, associations, or community groups to which you belong:

Participation in Firearms Training

Is there any reason you cannot participate in firearms training?  

If yes, please provide details:

If less than three years with employer, please list former employer:

Authorization to Conduct Law Enforcement Check
This is to advise you, in conformance with the Privacy Act of 1974, that the collection of this information is authorized under Title 28 U.S.C. 533; 28 C.F.R. 0.85; Executive Order 12958, as amended by 13292; 5 U.S.C. 552a(e)(10); 44 U.S.C. chapters 21 and 33; 40 U.S.C. chapter 318a; and Title 41 CFR 102-81.10 and 81.15. The furnishing of this information, including your social security number, is voluntary on your part and will be used for the purpose of providing clearance to participate in the FBI's Citizens' Academy Program. Information you provide will be protected and used in strict compliance with the Privacy Act and the routine uses most recently published in the Federal Register for the FBI's Central Records System (Justice/FBI-002) and the FBI's Blanket Routine Uses (Justice/FBI-BRU).

You are not required to execute this form; however, if you do not, this refusal may result in your application for participation in the FBI Citizens' Academy Program being rejected. Knowingly falsifying or concealing information required on this form will result in your application being rejected. In addition, Title 18 Section 1001 of the U.S. Code provides that knowingly falsifying or concealing a material fact may under certain circumstances constitute a felony resulting in fines and/or imprisonment.

(Signature or Applicant)

(Date)
POTENTIAL CANDIDATE QUALIFICATIONS

- 21 years of age
- Live and/or work within the Division's jurisdiction
- Be recognized business or community leaders
- Be available to attend all Academy sessions, with only two absences allowed to graduate
- Have no prior felony convictions
- Have no misdemeanor arrests within one year of application

The Citizens' Academy will be a six week course which will involve teaching methods similar to traditional methods used at the FBI Academy at Quantico, Virginia. The classes are taught by FBI Supervisory Special Agents and senior FBI Special Agents. Students will have the opportunity to meet the Special Agent in Charge and will be encouraged to ask questions and express their concerns. One of the goals of the Citizens' Academy is to foster a greater understanding of the role of federal law enforcement in the community through frank discussions and education.
COMMUNICATIONS WORK REQUEST FORM

please check one:

☐ IMMEDIATE (within 24 hours)
☐ PRIORITY (within 48 hours)
☐ ROUTINE

Date:
Agent:
Squad:
Case #: 89A-F-C143412-SFD
please provide the full case file number, including classification

Subject Name:
DOB:
SSN:
Race: 
SEX:
D/L #:
Vehicle Plate:

Last Known Address:

**PLEASE CONDUCT THE FOLLOWING RECORDS CHECKS**

☒ CA DMV Records (out of state: ___)
☒ CA DMV Photo
☐ Registered Vehicles in CA
☒ Outstanding Warrants & Warrants
☒ CA State Records (CII) (out of state: ___)
☒ Federal Records (III/via NCIC)
☒ Local Records (SFPD)
☒ Registered Firearms
☐ Other:

Communications Personnel:

HIT / NO HIT

Date: 7/28/10

FBI011931
Route I

Print 1

FROM: CLET
TO: FT67FBI2

UNITID: 188A143182
USERID:

DATE: 08-13-10 TIME: 10:00*
MATCHED ON: *L/N*F/N* MI*B/3

DMV RECORD FOR LAW ENFORCEMENT USE ONLY

NAME
MAIL ADDR AS OF 07-02-03

IDENTIFYING INFORMATION:
SEX[] HIST[] EYES[] HT[] WT[]

EXPIRES

BIRTH: POL*

LIC/ISS: EXPIRES

ENDD: POL*

ENDORSEMENTS: NONE*

LATEST APP:

DL TYPE: ID CARD* ISS/DATE
OFFICE: RCY*

RESTRICTION: MUST WEAR CORRECTIVE LENSES WHEN DRIVING,
PEND/APP: PENDING AUTOMATED APP*

LICENSE STATUS:

EXPIRED*

DEPARTMENTAL ACTIONS:

NONE

CONVICTIONS:

NONE

FAILURES TO APPEAR:

NONE

ACCIDENTS:

NONE

END

Fri Aug 13 09:55:10 PDT 2010... 8/13/2010
This photograph is a true copy of the photograph that is contained on the Department of Motor Vehicles photo database and delivered over the Department of Justice Cal-Photo communications network.

Date: ___________________________
FROM: CLET ISN: 05773 DATE: 08/13/10 TIME: 10:05:49 RESP MSG
TO: FT67FBI2 OSN: 00070 DATE: 08/13/10 TIME: 10:06:04

UNITID: 188A143482
USERID

IW
CAFBI\SFO RE: QW.CAFBI\SFO.NAM
NO MATCH NAM FIELD
NO WANTS
****** END OF WPS MESSAGE ******

FROM: CLET ISN: 05779 DATE: 08/13/10 TIME: 10:05:52 RESP MSG
TO: FT67FBI2 OSN: 00071 DATE: 08/13/10 TIME: 10:06:10

UNITID: 188A143482
USERID

IR
CAFBI\SFO RE: QVC.CAFBI\SFO.NAM
SEX
DOH
NO MATCH NAM FIELD
NO SUPERVISED RELEASE RECORDS
CHECKING NCIC
****** END OF SUPERVISED RELEASE FILE MESSAGE ******

FROM: CLET ISN: 05780 DATE: 08/13/10 TIME: 10:05:52 RESP MSG
TO: FT67FBI2 OSN: 00072 DATE: 08/13/10 TIME: 10:06:15

UNITID: 188A143482
USERID

IU
11.01
NO NCIC WANT NAM DOB SEX

***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

FROM: CLET ISN: 05781 DATE: 08/13/10 TIME: 10:05:52 RESP MSG
TO: FT67FBI2 OSN: 00073 DATE: 08/13/10 TIME: 10:06:19
UNITID: 188A143482
USERID

RE: QRR.CAFBISFOO.NAM DOB SEX
NO MATCH NAM FIELD
NO RESTRAINING ORDERS
********** END OF CARPOS MESSAGE **********

FROM: CLET ISN: 05782 DATE: 08/13/10 TIME: 10:05:52 RESP MSG
TO: FT67FBI2 OSN: 00074 DATE: 08/13/10 TIME: 10:06:26
UNITID: 188A143482
USERID

RE: QYP.CAFBISFOO.NAM DOB SEX
RESPONSE TO QYP INQUIRY
DATA IN APPS.
************** NO HITS FOUND **************
END APPS RESPONSE.
<table>
<thead>
<tr>
<th>RECORD #</th>
<th>NAM</th>
<th>DOB</th>
<th>S R HGT XXX HAI TYF</th>
</tr>
</thead>
</table>

* * * * * * END OF MESSAGE * * * * * *
From: CLET
To: FT67FBI2
ISN: 05812 Date: 08/13/10 Time: 10:07:44 Resp MSG
OSN: 00076 Date: 08/13/10 Time: 10:07:46
Userid: IJ
NL01
CAPRISPQO
No identifiable record in the NGIC Interstate Identification Index (III) for Name: __________ Sex: [ ] Male [ ] Female Race: [ ] White [ ] Black [ ] Asian [ ] Other: __________ Pur/C: __________
NOTICE -- A LARGE NUMBER OF RECORDS FOR PERSONS BORN [ ] ARE NOT AUTOMATED AT THE FBI. IF A SEARCH OF THE NONAUTOMATED FILES IS DESIRED, A FINGERPRINT CARD SHOULD BE SUBMITTED.
END
FROM: CLET
TO: FT67FBI2
UNITID: 188A143482
USERID:

CAFBISFOO RE: QGH.CAFBISFOO.NAM
COS

RESPONSE TO QGH INQUIRY

NO HISTORY RECORD IN AFS
END AFS RESPONSE.