

STATE OF NORTH CAROLINA

JUDICIAL BRANCH OF GOVERNMENT
North Carolina Administrative Office Of The Courts
Human Resources Division
P. O. Box 2448
Raleigh, NC 27602

Courier Box 56-10-50

HumanResources@nccourts.org

Phone: (919) 890-1100

Fax: (919) 890-1906

CREDENTIALS VERIFICATION

INSTRUCTIONS: To be completed by new employee or magistrate nominee. Please complete appropriate box in Section I. If magistrate nominee, Clerk of Superior Court needs to fill in alternate address in Section III in order to verify credentials before nomination is made. Clerk of Superior Court may also need to verify prior employment, if necessary, for nomination.

INSTRUCTIONS: Read the certification carefully, sign and date below, and complete any relevant items related to degrees, licenses and/or certifications held.

Are you a: new employee? magistrate nominee?

I certify that I have given true, accurate and complete information on my application for employment (or other information submitted for consideration in employment, including résumé), to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards and others to furnish whatever detail is available concerning my qualifications. I authorize investigations of all statements on documents submitted for employment consideration and understand that false information, false documentation, or failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and/or criminal action. I further understand that dismissal shall be mandatory if fraudulent information is given to meet position qualifications. (Authority: G.S. 126-30, G.S. 14-122.1). I certify that all degrees, licenses, or certifications are presently in full force and effect.

Name (Type Or Print)	Date Of Birth	Social Security Number	Signature	Date
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I. PART A - COLLEGE/UNIVERSITY DEGREE

Highest College/University Degree Received (e.g., Associate, Bachelor, Master, Doctorate), If Applicable	Name And Address Of Educational Institution		
Name(s) Under Which Degree Awarded (If Different From Above)	Course Of Study	Date Degree Awarded	

I. PART B - ACTIVE LAW LICENSE

Active State Bar No., If Applicable	State In Which Law License Is Active	Date License Awarded
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I. PART C - COURT REPORTING CERTIFICATION

Name Of Court Reporting Certification, If Applicable	Member Number
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II. VERIFICATION - TO BE COMPLETED BY HUMAN RESOURCES OR CLERK OF SUPERIOR COURT (IF MAGISTRATE NOMINEE)

Name And Address Of Prior Employer	Last Job Title	Final Salary \$
	Dates Employed Under Last Job Title	
	From	To
	Dates Of Total Employment (If different from above)	
	From	To

Employment Was Permanent Full-Time Permanent Part-Time Temporary Full-Time Temporary Part-Time

Reason For Leaving Resigned Retired RIF Terminated Other _____

III. TO BE COMPLETED BY EDUCATIONAL INSTITUTION, LICENSING/CERTIFYING BOARD AND/OR PRIOR EMPLOYER

The individual named above is employed with or is a nominee for appointment with the North Carolina Judicial Branch. The Judicial Branch must verify the status of academic degrees, licenses, certificates and prior employment. Please complete and return this form to the Administrative Office of the Courts (address listed at the top of this form) unless an alternate address has been listed below.

NOTE: Please use official stamp or seal (if applicable).

According to our records, the information and statements shown in Sections I and/or II above are (please check the appropriate box below.)

- correct
 not correct (Please identify incorrect information, explain and give correct information on back of this form.)

Alternate Mailing Address For Magistrate Nominees Only

Name (Type Or Print)		
Signature	Title	Date