



Employee Information Exemption from Public Records Form

Pursuant to Chapter 119, Florida Statutes, it is the policy of this State that “every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so....providing access to public records is a duty of each agency.” Failure to submit this form timely may result in disclosure of certain information, including your home address and telephone numbers (including unlisted/unpublished numbers) and/or photograph, in response to a public records request.

All employees must complete and sign this form acknowledging that you are aware of the State Public Records requirement under Florida Statute 119. In some circumstances, exemptions are allowed by law. If you qualify for an exemption, please complete this form and provide required documentation. Human Resources must have the complete form on file in order to:

- 1) To exclude (as exempt under Section 119.071, Florida Statutes) their home address and telephone number, name, work locations, dates of birth (for most categories) and numbers for home phones, personal cell phones, pagers and personal communication devices (and in many cases, their photograph) from disclosure in response to public records requests (based on their own current/past employment (as stated below) or being the spouse or child of a qualifying person), as well as
 - 2) To exempt certain similar information, as specified in the Statute, from disclosure relating to their spouse and children (including places of employment, names and locations of schools and day care facilities attended by the children).
- I DO NOT qualify for any of the exemptions below at this time. (**NOTE:** If you, your spouse, your child(ren) or a child residing with you, do qualify for an exemption at some point in the future, notify Human Resources by completing and submitting this form. It is the employee’s responsibility to notify Human Resources in order to ensure that appropriate public records exemptions are applied.) If you do not qualify, stop here, sign below, and submit this form to Human Resources.
- Yes, I qualify for one of the exemption categories below (*specify a category, by checking the appropriate box*):
1. Firefighter certified in compliance with Section 633.408, Florida Statutes (including certified Forestry firefighter).
 2. Current or former Judge or Justice of the Florida Supreme Court, a district court of appeal, circuit court, or county court.
 3. Active or former sworn or civilian law enforcement personnel.
 4. Current or former correctional or correctional probation officer.
 5. Current or former personnel of the Department of Children and Family Services whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities.
 6. Current or former personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect.
 7. Current or former personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement of child support enforcement.
 8. Current or former code-enforcement officer.
 9. Current or former federal judge (U.S. Court of Appeals, U.S. District Court, or U.S. Magistrate Judge).

- 10. Current or former state attorney, assistant state attorney, statewide prosecutor, or assistant statewide prosecutor.
- 11. Current or former U.S. prosecutor (U.S. attorney or assistant U.S. attorney), Section 119.071(5), Florida Statutes.
- 12. Current or former Human Resources/Labor Relations/Employee Relations director, assistant director, manager, or assistant manager of any local government agency or water management district, whose duties include(d) hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties.
- 13. General magistrate, special magistrate, judge of compensation claims, administrative law judge of the Division of Administrative Hearings, or child support enforcement hearing officer.
- 14. Current or former Guardians Ad Litem, under Section 39.820, Florida Statutes.
- 15. Current or former juvenile probation officers, juvenile probation supervisors, detention superintendents, assistant detention superintendents, juvenile justice detention officers I and II, juvenile justice detention officer supervisors, juvenile justice residential officers, juvenile justice residential officer supervisors I and II, juvenile justice counselors, juvenile justice counselor supervisors, human service counselor administrators, senior human services counselor administrators, rehabilitation therapists, and social services counselors of the Department of Juvenile Justice.
- 16. Current or former public defenders, assistant public defenders, criminal conflict and civil regional counsel, or assistant criminal conflict and civil regional counsel.
- 17. Current or former investigators or inspectors of the Department of Business and Professional Regulation.
- 18. Current or former member of the Armed Forces of the United States, a reserve component of the Armed Forces of the United States, or the National Guard, who served after September 11, 2001.
- 19. Current or former impaired practitioner consultants (this program assists the Department of Health and the Department of Business and Professional Regulation in determining whether licensees who have experienced a substance abuse or mental or physical health impairment are safe to practice) who are retained by an agency or current or former employees of an impaired practitioner consultant whose duties result in a determination of a person's skill and safety to practice a licensed profession.
- 20. Current or former personnel of the Department of Health whose duties include, or result in, the determination or adjudication of eligibility for social security disability benefits, the investigation or prosecution of complaints filed against health care practitioners, or the inspection of health care practitioners or health care facilities licensed by the Department of Health.
- 21. County tax collector.
- 22. Current or former non-sworn investigative personnel employed by the Department of Financial Services whose duties include the investigation of fraud, theft, workers' compensation coverage requirements and compliance, other related criminal activities or state regulatory requirement violations.
- 23. Current or former emergency medical technicians or paramedics certified under Chapter 401, Florida Statutes.
- 24. Current or former personnel employed in an agency's office of inspector general or internal audit department whose duties included auditing or investigating waste, fraud, abuse, theft, exploitation or other activities that could lead to criminal prosecution or administrative discipline.

EXEMPTION based on a category 1-24 above (select one):

- I am the person described.
- I am the spouse of the person described.
- I am the child of a person described (except for Category 18).

- A child living with me is the child of a person described (except for Category 18).
- I am the dependent of a person described in Category 18.
- A person living with me is a dependent of a person described in Category 18.

Specify the exact position title within the 24 categories listed above and the working location of this position qualifying for any exemption(s) claimed above.

Position Title _____

Work Location _____

I hereby certify that my answers herein are truthful and accurate; I understand that Section 837.06, Florida Statutes, makes it a second-degree misdemeanor to knowingly make a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty. For employees who have checked box numbers 9, 11, 13, 14, 17, 18, 19, 20, 21, 23, or 24 above, or who are claiming an exemption through a person within any of those categories: **I am also certifying by signing below that this is a written statement certifying I have made reasonable efforts to protect such information from being accessible through other means available to the public.**

Signature of Employee

Printed Name of Employee

Name of Person Entitled to Exemption

Date