

TCP Form 909-Personnel Protected Information Certification

The Community Partnership (TCP) Form 909-Personnel Protected Information Certification must be completed for **EACH STAFF PERSON** whose salary is paid by a TCP contract; this includes full and part-time staff. This form must be completed and submitted to TCP annually, as part of the yearly deliverable submission requirement and/or anytime a new staff person is hired.

Staff Name:	Start Date:
Agency Name:	Program Name:
Contract #:	Contract Period:
Date of Form Completion:	

Protected Information	Date Completed	Expiration Date	Comments
Federal Bureau Investigation (FBI)			
Metropolitan Police Department Report (MPD)			
Tuberculosis (TB)			
Toxicology Screening (Tox)			

My signature below certifies the information provided in this form is true, accurate and complete.

Executive Director/ Designee Signature

Date

Human Resource Director Signature

Date