

# Monroe County Jail and Correctional Facility Application/ Process Hacks



## **How do I apply to get cleared?**

- You must fill out the application and include a picture of your photo ID. The application can be found on the AA website ([www.rochester-ny-aa.org](http://www.rochester-ny-aa.org)) or at Central Office.
- You must attend the Facility Orientation. The Orientation schedule can be found on the AA website ([www.rochester-ny-aa.org](http://www.rochester-ny-aa.org)) or at Central Office.

## **How do I fill out the application?**

- Organization: *Alcoholics Anonymous*
- Phone number: *585-232-6720*
- Supervisor's name and Supervisor's phone: *n/a*
- Clearance Type you are requesting? *AA*
- Do you have a Criminal Record? Are you on Probation or Parole?

Have you ever been arrested? *If "yes", list any charges under "please explain". If you are unclear on your criminal history, you may obtain a copy of your criminal history at the Records office at the Hall of Justice.*

- Sponsor's signature: *Leave blank*
- Applicant's signature: *Application must signed and dated.*

## **What do I do next?**

- First, you will need to attend the Volunteer Orientation. The Orientation schedule can be found on the AA website ([www.rochester-ny-aa.org](http://www.rochester-ny-aa.org)) or at Central Office.
- Second, submit your application. You will need to include a Copy of Driver's License or Photo ID w/ DOB
- You may mail your application or physically drop off to Mary at: AA Central Office, 1000 Elmwood Avenue, Greenhouse Rochester, New York 14620

## **...and now we wait:**

- A member of the Corrections Committee will contact you in 2 weeks to let you know if you have been cleared.

## **What if I still have questions?!**

- We've got you covered! Contact Mary at Central Office at 585-232-6720 or stop by the office at 1000 Elmwood Avenue, Rochester, NY 14620