REQUEST FOR A CRIMINAL HISTORY RECORD CHECK

TO: _____

FROM: _____ SCHOOL CORPORATION

PLEASE SUBMIT AS QUICKLY AS POSSIBLE ANY INFORMATION YOU HAVE OR MAY OBTAIN CONCERNING ANY SERIOUS MISDEMEANOR OR FELONY THAT HAS BEEN COMMITTED BY THE PERSON(S) NAMED BELOW. THE INFORMATION IS NEEDED IN ORDER TO MAKE A FINAL EMPLOYMENT DECISION.

THANK YOU FOR YOUR COOPERATION.

__ A PURCHASE ORDER IS ATTACHED

__ A SET OF FINGERPRINTS IS ENCLOSED

NAME: _____

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

NAME: _____

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

NAME: _____

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____