

# Diboll Independent School District

## CRIMINAL HISTORY RECORD CHECK

*\*\*Confidential\*\**

The Diboll Independent School District is required by state law to obtain criminal history record information on all applicants the district intends to employ (Texas Education Code Section 22.083), and all school volunteers (by policy GKG Local). The information requested below is necessary to obtain criminal history record information.

Full Name (print) \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Sex:  Male  Female

Ethnicity: \_\_\_\_\_ (1) American Indian or Alaskan Native  
\_\_\_\_\_ (2) Asian or Pacific Islander  
\_\_\_\_\_ (3) Black, not Hispanic  
\_\_\_\_\_ (4) Hispanic  
\_\_\_\_\_ (5) White, not Hispanic

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

I understand the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining criminal history record information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please check applicable:

- Applicant for Employment  
 Applicant for Substitute  
 Volunteer  
 Employee  
 Other: \_\_\_\_\_

**DPS Computerized Criminal History (CCH) Verification**  
**(AGENCY COPY)**

I, \_\_\_\_\_, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

APPLICANT or EMPLOYEE NAME (Please print)

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, LI Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

DIBOLL ISD  
Agency Name (Please print)

JANA JONES - HUMAN RESOURCES  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

<b>Please:</b> <b>Check and Initial each Applicable Space</b>		
CCH Report Printed:		
YES _____ NO _____		_____ initial
Purpose of CCH: _____		
Hired _____ Not Hired _____		_____ initial
Date Printed: ____ / ____ / ____		_____ initial
Destroyed Date: ____ / ____ / ____		_____ initial
<b>Retain in your files</b>		