

INSTRUCTIONS FOR THE APPLICATION FOR CRIMINAL BACKGROUND CHECK HISTORY
State Form 53259 (R3-1-11)

SECTION 1 and SECTION 2-Completed by DCS Contractor, DCS Licensed Residential Facility or Child Placing Agency, or local DCS office

SECTION 3 and SECTION 4-Completed by the subject of the criminal history check.

Once the above is completed, make copies and file the original in the subject's personnel file for auditing purposes at a later date.

A copy will be sent to each of the Local Law Enforcement Agencies corresponding to the subject's current residential address and each of the other residential addresses he/she has resided during the previous five year period. The Law Enforcement Agency to complete these checks is the sheriff or local police department who would have been dispatched to the subject's home if 911 was called for the current home address and each of the other home addresses in the last five years.

There is no procedure or special tricks to make this easier or to know which law enforcement agency would be responsible for completing this check. You can make subject of the check responsible for getting these completed or you can take on this responsibility yourself. Each law enforcement agency has their own way of doing these and there may be a cost for this check to be done. This is a name based check and does not require fingerprinting and generally will report arrests only without final dispositions from the courts.

The local law enforcement agency will complete and sign the bottom portion of the Application for Criminal Background Check History in the section below the subject's signature and the completed form, if no information is returned, is to be filed in the subjects personnel file for auditing purposes at a later date.

If criminal history of four or more misdemeanors, a misdemeanor related to the health or safety of a child or a felony is returned, please contact the Consultant listed on the Fingerprint-Based Check Status letter for further assistance in evaluating.