



Criminal History Authorization – Volunteers
Confidential*

The Decatur Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

A COPY OF DRIVER'S LICENSE MUST BE ATTACHED

Name: _____
Last First Middle

List any additional names: _____
Last

Social Security Number _____ Date of Birth _____

Driver's License: _____
State and Number

No driver's license, then Texas Department of Public Safety ID#: _____

Mailing Address: _____
Street City State Zip

Sex: _____ Male _____ Female

Ethnicity: _____ Black _____ White/Other

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 purpose of obtaining criminal history record information.

Signature

Date

Campus Requesting Clearance

Principal Signature

PLEASE COMPLETE ATTACHED FORM
STRONG ROOTS. POWERFUL WINGS.

940.393.7100p307 S Cates St. Decatur, TX 76234decaturisd.us

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

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

Signature of Applicant or Employee

Date

Decatur ISD
Agency Name (Please print)

Stephanie Weitner
Agency Representative Name (Please print)

Signature of Agency Representative

Date

**Please:
Check and Initial each Applicable Space**

CCH Report Printed:

YES _____ NO _____ initial

Purpose of CCH: _____

Empl ___ Vol/Contractor ___ initial

Date Printed: _____ initial

Destroyed Date: _____ initial

Retain in your files