

# Midlothian Independent School District

## DISCLOSURE NOTICE AND AUTHORIZATION BACKGROUND REPORTS

### POLICY CHANGE

**Only complete this form if you will be volunteering at a school campus or attending a school-sponsored field trip as a chaperone. Completion of this form is no longer necessary for attending class parties, field days, awards, lunches, or assemblies during the instructional day on campus.**

Criminal history record information regarding a person who is a volunteer or employee of the District may be obtained no more than twice each year.

Education Code 22.0833(a), (c); Gov't Code 411.097 (b)

#### **AUTHORIZATION**

You hereby authorize and request, without any reservation, any reporting agency, police department, law enforcement agency, or division of motor vehicles, having knowledge about you to furnish Midlothian ISD with any and all police/criminal history information in their possession regarding you, in order that your employment may be evaluated.

READ, ACKNOWLEDGED AND AUTHORIZED

#### **Volunteer/Employee Information:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

RACE: \_\_\_\_\_

GENDER: \_\_\_\_\_

DRIVER LICENSE #: \_\_\_\_\_

DL STATE \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_

CAMPUS(ES) \_\_\_\_\_

----- FOR OFFICE USE ONLY -----  
VERIFICATION DATE \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

# 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 conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using name and DOB method. Therefore, 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.

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 make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 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)**

**For Agency Use Only:**

**X** \_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

**Midlothian ISD**  
\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

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

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES <input type="checkbox"/>	NO <input type="checkbox"/> _____ initial
Purpose of CCH:	Employee/Volunteer _____
Hire <input type="checkbox"/>	Not Hired <input type="checkbox"/> _____ initial
Date Printed:	_____ initial
Destroyed Date:	_____ initial
<b>Retain in your files</b>	