

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF CHILD CARE & EARLY CHILDHOOD EDUCATION

REQUEST FOR:
FBI RECORDS CHECK

A completed state criminal records check form, a completed fingerprint card FD-258 and a check or money order (made payable to ASP or Arkansas State Police) MUST be attached for EACH fingerprint check needed. Checks/money orders cannot be combined for multiple fingerprint checks.

MAIL ORIGINAL COMPLETED FORM TO: P.O.BOX 1437 SLOT S-150 LITTLE ROCK AR 72203
(FACILITY USE ONLY) (DHS USE ONLY)

FACILITY REQUESTING REPORT			NAME OF LICENSING SPECIALIST REQUESTING THE CHECK		
MAILING ADDRESS			TITLE		COUNTY
CITY	STATE	ZIP	TELEPHONE NUMBER		
FACILITY DIRECTOR & TELEPHONE NUMBER			DATE OF REQUEST		

TO BE COMPLETED BY THE PERSON TO BE CHECKED

NAME OF PERSON TO BE CHECKED: _____
(LAST NAME) (FIRST NAME) (MIDDLE NAME)

MAIDEN NAME: _____ ALIASES: _____

DOB: (____/____/____) SSN: ____ - ____ - ____ PHONE #: (____) ____ - ____
MONTH DATE YEAR

DRIVER'S LICENSE or GOV'T ID #: ____/____ RACE: _____ SEX: (MALE / FEMALE)

COMPLETE ADDRESS: _____
(Physical residential address) STREET CITY STATE ZIP

PLACE OF EMPLOYMENT: _____

"I hereby authorize the Department of Human Services to conduct a criminal background check on myself through the Federal Bureau of Investigations, and for the FBI and Arkansas State Police to release any criminal history information to the Division of Child Care and Early Childhood Education. I also understand that the Identification Bureau of the Arkansas State Police may maintain the fingerprints submitted in an automated fingerprint identification system."

SIGNATURE OF PERSON TO BE CHECKED DATE

PLEASE CHECK THE APPROPRIATE BOX:

Division of Child Care & Early Childhood Education Applicant:

- Owner/Operator (Licensee/Board Member/Director)
- Child Care Facility Employee
- Volunteer who is left alone with children, considered in the staff/child ratio or given supervisory/disciplinary control over children

STATE POLICE USE ONLY - DO NOT WRITE IN OR BELOW THIS BOX

Application Record Notification

Notification

Fingerprints submitted will be used to check the criminal history records of the FBI.

*Obtaining Copy

Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>.

*Change, Correction, or Updating

Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

Print Name

Date

Signature