

## Department of Behavioral Health and Developmental Services

**REQUEST FOR CRIMINAL RECORDS INVESTIGATIONS FOR  
EMPLOYEES AFFILIATED WITH DBHDS' LICENSED PROVIDERS**

To be completed by the Provider only.

<b>APPLICANT DATA</b> (Please print or type)				
<b>1. (a) Last Name</b>		<b>(b) First Name</b>		<b>(c) Middle Name</b>
<b>(d) All other names currently or previously used (Maiden, Former Married, Religious, etc.)</b>				
<b>2. Social Security Number</b>		<b>3. Date of Birth (month, day &amp; year)</b>		<b>4. Gender</b>
<b>5. Race*</b>	<b>6. Height (ft &amp; in)</b>	<b>7. Weight (lbs)</b>	<b>8. Eye Color*</b>	<b>9. Hair Color*</b>
<b>10. Place of Birth (State or Country)</b>				
<b>11. Application Date for Employment</b>			<b>12. Hire Date/Transfer Date</b>	
<b>13. Applicant Status (check one)</b>		<input type="checkbox"/> Owner <input type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Foster Parent/Residency		
<b>14. Applicant hired only for compensated employment at</b>		<input type="checkbox"/> Adult Substance Abuse Treatment Facility (ASATF) <input type="checkbox"/> Adult Mental Health Treatment Facility (AMHTF)		
*Use Race, Eye and Hair Color codes on Attachment 7 ~ Enter same on fingerprint card				
<b>PROVIDER DATA</b> (Please print or type)				
<b>1. Licensed Provider Name and Address</b>				
<b>2. Provider Number (3 or 4 digit)</b>				
<b>3. Date of Request</b>			<b>4. Contact Person</b>	
<b>5. Phone Number</b>			<b>6. Email Address</b>	

Original – DBHDS' BIU

Copy – Licensed Provider