



**STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE  
Criminal Justice Business Applications Unit**



**Criminal History Record Information Requisition Form**

Criminal history record information (CHRI) must be used in accordance with the purpose and statute submitted with each fingerprint submission. The use of this form confirms that the requesting agency has met the minimum requirements to receive state and national fingerprint-based CHRI pursuant to a Connecticut General Statute (CGS) or a federal statute. Incomplete forms will result in the return of the fingerprint card or failure to electronically submit fingerprints to the Connecticut State Police Bureau of Identification (SPBI). This form must be used when an applicant will be fingerprinted at a regional educational service center (RESC). The appropriate fees must be submitted for each individual request/form. Fees are subject to change due to legislative enactments or federal assessments.

To obtain state and national fingerprint-based CHRI, requesting agencies must 1) be approved by the Connecticut State Police to receive national CHRI, 2) have an application or documentation on file that documents the position for which the applicant is applying, 3) provide the applicant with the Noncriminal Justice Applicant's Privacy Rights form, the Federal Bureau of Investigation's Privacy Statement, and, if applicable, the National Child Protection Act/Volunteers for Children Act (NCPA/VCA) or the Volunteer and Employee Criminal History Services (VECHS) Waiver and Consent Form.

**APPLICANT INFORMATION**

Name:	Date of Birth:	Position:
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**SCHOOL INFORMATION**

School Name: <i>TOLLAND</i>	School Address: <i>51 TOLLAND GR. TOLLAND</i>
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**SCHOOL AUTHORIZATION**

Printed Name of School Representative: <i>Suzanne Waterhouse</i>	Signature:	Date:
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Use the Authorized State and Federal Statutes Based on School Types chart to select the authorized statute.  
Use the Description of Statutory Use And Fees chart, on the next page, to select the state and federal fee.

**STATUTE AND FEES** \*RESC may charge additional administrative or processing fees.

Authorized Statute: <i>AWA Volunteer</i>	State Fee: \$ <i>75</i>	Federal Fee: \$ <i>11.25</i>
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**Authorized CT State and Federal Statutes Based on School Types Chart**

School Types	CT State Statutes		Federal Statutes			
	CGS 10-212 Nurse	CGS 10-221d Employee	AWA	AWA Volunteer	NCPA/VCA	NCPA/VCA Volunteer
Local or Regional Boards of Education (BOEs)	X	X	X	X	X	X
<b>Public Schools:</b> CT Technical High School System, state and local charter schools, cooperative arrangements among towns pursuant to CGS § 10-158a, or interdistrict magnet schools operated by a public entity.			X	X	X	X
<b>Nonpublic Schools:</b> Incorporated and endowed high schools and academies, special education facilities approved by the State Board of Education pursuant to CGS § 10-76d, interdistrict magnet schools operated by a private entity or any other nonpublic school.					X	X





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*The total cost for fingerprinting must be verified by contacting the appropriate RESC.*

**Description of Statutory Use And Fees Chart**

Statutes	Description	State Fee	Federal Fee
CT State Statute CGS § 10-212 Nurse	Appointed or contracted school nurses or nurse practitioners	\$75.00	\$12.00
CT State Statute CGS § 10-221d Employee	Individuals who are employed by a local or regional board of education (BOE). This includes substitute teachers and school nurses or nurse practitioners who are <u>hired</u> by the BOE	No Fee	\$12.00
Federal Statute AWA	Individuals employed by, under consideration for employment by, or in a paid position in which he/she will work with or around children in the elementary or secondary school or agency; this includes student teachers, interns, nursing students, public assistance employment applicants, and contracted workers who are paid. Individuals who work <u>exclusively</u> with preschool children must be fingerprinted under NCPA/VCA	\$75.00	\$12.00
Federal Statute AWA Volunteer	Individuals in an unpaid position in which he/she will work with or around children in the elementary or secondary school or agency; this includes student teachers, interns, nursing students, public assistance employment applicants, and contracted workers who are NOT paid. Individuals who work <u>exclusively</u> with preschool children must be fingerprinted under NCPA/VCA	\$75.00	<del>\$10.75</del> 11.25
Federal Statute NCPA/VCA	Individuals in a paid position that may have unsupervised access to or provide treatment, education, training, instruction, supervision, or recreation to children, the elderly, or the disabled <u>and</u> are not required or cannot be fingerprinted under a state law	\$75.00	\$12.00
Federal Statute NCPA/VCA Volunteer	Individuals in an unpaid position that may have unsupervised access to or provide treatment, education, training, instruction, supervision, or recreation to children, the elderly, or the disabled <u>and</u> are not required or cannot be fingerprinted under a state law	\$75.00	<del>\$10.75</del> 11.25

Applicants who must be fingerprinted for multiple schools for the same purpose and statutory authority can be fingerprinted one time for up to twenty (20) schools. Examples are provided below:

1. An applicant has been hired to work for 3 local BOEs as a paraprofessional.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE A	CGS 10-221d	\$ 0	\$ 12	1
BOE B	CGS 10-221d	\$ 0	\$ 12	
BOE C	CGS 10-221d	\$ 0	\$ 12	

2. An applicant has been hired to work for 1 regional BOE and 2 nonpublic schools as a coach.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE	CGS 10-221d	\$ 0	\$ 12	1
Nonpublic School A	NCPA/VCA	\$ 75	\$ 12	
Nonpublic School B	NCPA/VCA	\$ 75	\$ 12	

3. An applicant has been contracted to work for 1 local BOE, 1 public school, and 1 nonpublic school as a substitute.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE	NCPA/VCA	\$ 75	\$ 12	1
Public School	NCPA/VCA	\$ 75	\$ 12	
Nonpublic School	NCPA/VCA	\$ 75	\$ 12	

4. An applicant has been hired to work for 1 local BOE and will be an unpaid student teacher for 1 nonpublic school.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE	CGS 10-221d	\$ 0	\$ 12	1
Nonpublic School	NCPA/VCA	\$ 75	\$ 12	1





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**National Child Protection Act/Volunteers for Children Act  
 Waiver and Consent Form**

The criminal history record checks performed under the National Child Protection Act (NCPA), as amended by the Volunteers for Children Act (VCA), will determine if you, as a care provider (current or prospective employee, volunteer, contractor/vendor, or owner/operator), have been convicted of crimes that bear upon your fitness to be responsible for the safety and well-being of children (persons less than 18 years old), the elderly (persons 60 years of age or older), or individuals with disabilities (persons with a mental or physical impairment who require assistance to perform one or more daily living tasks). Pursuant to the NCPA/VCA, this form must be completed and signed by every current or prospective provider for whom criminal history records are requested by a **Governmental Qualified Entity (QE)**. QEs provide care, treatment, education, training, instruction, supervision, recreation, care placement services, or license/certify others who provide care to vulnerable populations (children, the elderly, or individuals with disabilities).

**Requesting QE Information:**

QE Name	Tolland Public Schools
QE Address	51 Tolland Green, Tolland, CT 06084
QE Telephone Number	860-870-6850

I am a current or prospective (check one): \_\_\_ Employee X Volunteer \_\_\_ Contractor/Vendor \_\_\_ Owner/Operator

I have been convicted of or pled guilty to a crime. \_\_\_ No \_\_\_ Yes

If yes, please provide a description of the crime and the particulars of the conviction on the back of this waiver.

I hereby authorize the requesting QE to submit a set of my fingerprints to the Connecticut State Police Bureau of Identification (SPBI) and Federal Bureau of Investigation (FBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to me. I further understand the following:

- My fingerprints will be used to check the criminal history records of the SPBI and the FBI;
- I can receive a state criminal history record from the SPBI and a national criminal history record from the FBI pursuant to Title 28, Code of Federal Regulations, §16.30-16.34;
- I am entitled to challenge the accuracy and completeness of any information contained in such records;
- The QE may choose to deny me unsupervised access to persons to whom the QE provides care until the criminal history record check is completed; and
- I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

By signing this Waiver, it is my intent to authorize the dissemination of any state or national criminal history record which may pertain to me, to the requesting QE. I have read and understood the foregoing and the information provided is true and accurate to the best of my knowledge and belief.

\*Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ \*Address: \_\_\_\_\_

\*as it appears on a valid identification document issued by a governmental agency

**NOTE: A copy of this document must be retained by the QE for at least one year of fingerprint submission date.**