

CRIMINAL HISTORY RECORD CHECK AUTHORIZATION FORM
USE FOR APPLICANT PURPOSES
(PLEASE PRINT OR TYPE ALL INFORMATION IN BLACK INK)

LAST NAME FIRST NAME MI SUFFIX

ALIASES: MAIDEN / PREVIOUS LAST NAMES

DATE OF BIRTH ____/____/____ SOCIAL SECURITY # ____-____-____

SEX____ RACE____ HGT____ WGT____ EYES____ HAIR____

PLACE OF BIRTH (STATE) _____

CURRENT ADDRESS: _____

CITY/STATE: _____ Zip: _____

MAIL THE RESULTS OF MY CRIMINAL HISTORY REQUEST TO:

Name/Company: Dept of Transportation
Address: DelDOT Admin. Bldg.
800 Bay Road
P.O. Box 778
City/State: Dover, Delaware Zip: 19903

AUTHORIZATION TO RELEASE INFORMATION:

As an applicant, I authorize release of any and all information that you have concerning me, including CRIMINAL HISTORY RECORD INFORMATION and other information of a confidential or privilege nature. I hereby release you, your organization, the State of Delaware and others from any liability or damage, which may result from furnishing this information:

NOTIFICATION:

If mandated by state statute, your fingerprints will be used to check the criminal history records of the FBI. You will be given the opportunity to complete or challenge the accuracy of the information contained in the FBI criminal history record by the official to whom you have authorized this information be disseminated.

SIGNATURE OF APPLICANT: _____ DATE: _____

Telephone Number Home: (____) _____ Work: (____) _____

USE OF CRIMINAL HISTORY RECORD INFORMATION IS RESTRICTED BY LAW AND SHALL BE LIMITED TO THE PURPOSE FOR WHICH IT WAS GIVEN. MISUSE CONSTITUTES A CRIMINAL VIOLATION.

OFFICIAL USE ONLY

SCHOOL BUS DRIVER

_____/_____
Code Time

REASON FINGERPRINTED

CRIMINAL BACKGROUND CHECKS

DRIVERS AND AIDES IN NEW CASTLE AND SUSSEX COUNTIES NEED TO SCHEDULE AN APPOINTMENT TO GET FINGERPRINTED. THE TOLL FREE NUMBER IS 302-739-2528 BETWEEN THE HOURS OF 8:00 A.M. AND 4:00 P.M. TELL THE PERSON YOU ARE CALLING THAT YOU NEED TO BE FINGERPRINTED, THAT YOU ARE EITHER A SCHOOL BUS DRIVER OR AN AIDE AND THAT YOU ARE IN NEW CASTLE OR SUSSEX COUNTIES.

NEW CASTLE LOCATION IS: TROOP 2 ON ROUTE 40 NEAR ROUTE 896. THE EXACT LOCATION IS 100 LAGRANGE DR.

SUSSEX LOCATION IS: ADAMS STATE SERVICE CENTER, 546 SOUTH BEDFORD STREET, ROOM 202, GEORGETOWN. APPOINTMENTS WILL ONLY BE MADE FOR MONDAY TO THURSDAY, DURING THE HOURS OF 8:30 A.M. TO 3:15 P.M.

ALL DRIVERS AND AIDES MAY GO TO THE KENT COUNTY LOCATION WITHOUT AN APPOINTMENT AT: THE STATE BUREAU OF IDENTIFICATION IS LOCATED IN THE BLUE HEN CORPORATE CENTER AND MALL, SUITE 1B, 655 BAY ROAD (US 113) IN SOUTH DOVER. THEY DO NOT REQUIRE AN APPOINTMENT, SO YOU JUST WALK IN. THE HOURS ARE: MONDAYS FROM 8:30 A.M. TO 6:30 P.M.; TUESDAY THROUGH FRIDAY HOURS ARE 8:30 A.M. TO 3:30 P.M.