



**DIOCESE OF TUCSON CRIMINAL HISTORY CHECK TRANSMITTAL FORM FOR NEW APPLICANTS AND RENEWAL OF CRIMINAL HISTORY/BACKGROUND CHECK**

Applicant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Parish School Agency:** \_\_\_\_\_ **City** \_\_\_\_\_

*Instructions: Please fill out which ever applies (new or renewal) and submit one transmittal form per background check.*

**\*\*\*\*\* DOCUMENTS REQUIRED FOR NEW APPLICANTS \*\*\*\*\***

**The following FOUR documents are enclosed:**

- Copy of Application of Employment or Application for Charity and Ministry Volunteer Service (whichever is applicable)
- Permission to Obtain Information form
- Original Fingerprint Card
- \$5.00 Department of Public Safety Processing Fee

**Plus ONE of the following THREE criminal history checks\*:**

- \$8.00 New employee/volunteer & AZ resident for past 5 years
- \$20.00 New employee/volunteer & resident outside of AZ during past 5 years
- \$20.00 No social security number provided

**Choose the additional checks required:**

- \$10.00 Motor Vehicle Report (Required for all using Diocese-owned vehicles.) The following information is required:

\_\_\_\_\_  
Driver License Number State of Issue

- Permission to Obtain Information for driving record
- \$8.00 Credit History Report (Required for all employees/volunteers involved in financial matters.)
- Permission to Obtain Information for credit history
- Check included.\*\* Check number: \_\_\_\_\_
- Copy of DPS Clearance Card, Expiration Date: \_\_\_\_\_

**\*\*\*\*\* DOCUMENTS REQUIRED FOR RENEWAL OF CRIMINAL HISTORY AND \*\*\*\*\***

**\*\*\*\*\* BACKGROUND CHECK \*\*\*\*\***

**The following documents are enclosed:**

- Permission to Obtain Information
- \$12.00 Processing fee or
- \$20.00 No Social Security Number Provided.

**Choose the additional checks required:**

- \$10.00 Motor Vehicle Report (Required for all using Diocese-owned vehicles.) The following information is required:

\_\_\_\_\_  
Driver License Number State of Issue

- Permission to Obtain Information for driving record
- \$8.00 Credit History Report (Required for all employees/volunteers involved in financial matters.)
- Permission to Obtain Information for credit history
- Check included.\*\* Check number: \_\_\_\_\_ Amount of check: \$ \_\_\_\_\_
- Total for this application is: \$ \_\_\_\_\_
- Copy of DPS Clearance Card, Expiration Date: \_\_\_\_\_

\*These criminal history checks are *not* for teachers.

\*\*Checks must be made payable to Diocese of Tucson and consist of background search fees *ONLY*.

TODAY'S DATE: \_\_\_\_\_ C.O.'S INITIALS: \_\_\_\_\_