

IDPR CRIMINAL HISTORY REQUEST FORM

To be completed by IDPR staff prior to giving to applicant	1. Requested By: _____ WORK LOCATION and NAME OF SUPERVISOR		
	FOR ITEMS BELOW, CHECK ALL BOXES THAT APPLY.		
	2. Position Location:	3. Position Type:	4. For Volunteer Services Positions:
	<input type="checkbox"/> Volunteer Services (complete item #4)	<input type="checkbox"/> Park Ranger	<input type="checkbox"/> Host—living in the park
	<input type="checkbox"/> Parks – Field Locations (complete item #3)	<input type="checkbox"/> Ranger Aide	<input type="checkbox"/> Individual Volunteer
	<input type="checkbox"/> Boise or Region Offices	<input type="checkbox"/> Returning Seasonal	<input type="checkbox"/> Cooperative Association /Friends Group
		<input type="checkbox"/> New Hire	<input type="checkbox"/> Other _____
5. Anticipated Start Date: (Month/Year) _____			
6. Does this job include driving duties?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Does this job include working directly with visitors?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

To be completed by Subject Individual	8. FULL Name of Subject Individual (PLEASE PRINT)		9. Maiden Name	10. Social Security No.	
	Last	First	Middle		
	11. Other Names Used (include married names)		12. Date of Birth	13. Race	14. Sex
			Mo Day Yr		<input type="checkbox"/> Male
					<input type="checkbox"/> Female
	15. Mailing Address		16. Home/Message	17. Mobile/Cell Phone	
	Street				
	City State Zip		Area code/phone number	Area code/phone number	
	18. Current Driver's License Information				
	Drivers License #		State Issued	Exp. Date	
19. Where have you lived during the past 5 years?					
<input type="checkbox"/> Full Time RV'er (Check box at left and list your main residences throughout the year.)					
Address		City/Country	State	Driver's License Number	
20. Have you <u>ever</u> been convicted?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
IF YES, COMPLETE THE INFORMATION REQUESTED ON PAGE 2 – BOXES 21 THROUGH 25.					
IF NO, COMPLETE ONLY BOXES 21, 24 AND 25					

To Be Completed by IDPR Boise Staff	DO NOT WRITE BELOW THIS POINT – TO BE COMPLETED BY IDPR				
	<input type="checkbox"/>	Check Done/DATE:	<input type="checkbox"/>	PHONE CALL/DATE:	<input type="checkbox"/>
	<input type="checkbox"/>	DMV In-State	<input type="checkbox"/>	LETTER/DATE:	<input type="checkbox"/>
	<input type="checkbox"/>	DMV – Out of State	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	Comments:				
Processed by:				Date	

EXPLANATION OF CRIMINAL HISTORY CHECK PROCESS

Authority. Idaho Department of Parks & Recreation (IDPR) is authorized in Idaho Statute to complete criminal and other background checks on people who work or volunteer for the Department. This review may include a check for investigations relating to abuse of children, elderly or other vulnerable persons.

Sources Checked. In doing this check IDPR may use information from the Driver Services and Motor Vehicle Division; Department of Corrections; Idaho State Police; Federal Bureau of Investigation; local, state and federal courts or other jurisdictions. IDPR may use information from other criminal justice, corrections or law enforcement agencies. Fingerprints may be requested by IDPR.

Lexis Nexis Volunteer & Background Screening. *LexisNexis National Criminal File Plus* provides an instant comprehensive search of multiple criminal record sources, including:

- Social Security Number Verification
- Fugitive files
- Dept. of Corrections prison, parole and release files
- Administrative Office of Courts records
- State Criminal record repositories
- *Lexis Nexis* proprietary criminal records data
- Individual county court records
- Records from other state agencies
- Sex Offender Registries from 48 states and District of Columbia

LexisNexis agrees to disclose, upon request from the subject individual of the Background Report, the information reported, reinvestigate any information disputed by the subject individual at no charge to IDPR and take any necessary corrective action with IDPR and the subject individual.

Recheck. A background check, including criminal history, may be repeated by the qualified entity at any time while the subject individual works or continues in this position. The subject individual shall notify the department in writing, at the address on this form if, after this process is completed, the subject individual is arrested or convicted for any misdemeanor or felony.

Instructions and More Definitions. Located on reverse side.

**If you need this form in larger print, or in a different format,
call the IDPR Volunteer Services Office at (208) 514-2493.**

IDPR PERSONNEL CONFIDENTIAL FAX NUMBER: (208) 334-3751

IDPR CRIMINAL HISTORY REQUEST FORM INSTRUCTIONS (SUBJECT INDIVIDUAL)

A person who is required to complete a criminal record check using this form is a “subject individual.”

- 1) You must complete boxes 8 through 20 on page 1, and boxes 21 through 25 on page 2.
- 2) All new hires and volunteers will have a criminal history check at the time of job offer. Seasonal employees and volunteers will have a criminal history check every two years if serving sequentially in those two years without a break in service. A seasonal employee or volunteer who has a break in service will be required to have a criminal history check annually.

Disclose all history. You must accurately and completely disclose **all** conviction history using this form. This includes all felonies, misdemeanors, probation violations and failures to appear. If you fail to list something, you may be disqualified. Serious traffic offenses such as “Reckless Driving,” “Driving Under the Influence of Intoxicants” (DUI) and “Driving While Suspended” (DWS) **must** be listed. “Failure to Appear,” even if for a minor traffic violation is a crime and **must** be listed. If you are not sure, you should list the offense. Be certain to list date (approximate if necessary) and location for each conviction listed.

If you have a history that you believe should have been expunged or removed from your record, but you do not **know** that it was expunged or removed, you should list it. A crime is not removed from your record until you go through the formal process to have it removed.

Federal crimes. If the Federal Bureau of Investigation was involved in your conviction, or you were involved in any federal crime, be certain to note that in box 23.

Violations. Minor traffic violations, such as parking tickets, speeding, failing to stop at a stop sign or red light, are not required to be listed.

Failure to disclose. If you fail to list any required information you may be disqualified.

Automatic disqualification. If you do not cooperate with this process, you will be disqualified. If you provide false information about your identity you will be disqualified.

What Information should you write in box 23?

- Describe the nature of the crime and the circumstances of when you were convicted.
- What did you have to do because of the conviction? Serve probation? Pay restitution?
- List any treatment, counseling program, alcohol or drug rehabilitation, or other remediation program.
- List employment demonstrating responsible behavior.
- You may attach documentation to support any information provided.