

**Dear Volunteer:**

**To provide for the safety of our students, and in accordance with the Texas Education Code, our district is requiring volunteers who work on our school campuses with students to have a criminal history check. If you would like to work on our campus as a volunteer or chaperone, please complete the information on the back of this sheet and return it to the school. Should any problem be reported on the criminal history record, the district would contact you by mail. If you only wish to participate at home as a home room parent, you may check that area and no criminal history check is required. Please list children on all campuses so only one form will be required. Thank you for your help.**

**Carthage Independent School District**



**DPE Computerized Criminal History (CCH) Verification  
(AGENCY COPY)**

I, \_\_\_\_\_, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

*APPLICANT or EMPLOYEE NAME (Please Print)*

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy to be sent the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

Carthage Independent School District  
Agency Name (Please Print)

Adana Woods  
Agency Representative Name (Please Print)

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
Yes _____	No _____ Initial _____
Purpose of CCH: <u>Volunteer</u>	
Hire _____	Not Hired _____ Initial _____
Date Printed: _____	Initial _____
Destroyed Date: _____	Initial _____
<b>Retain in your files</b>	