

MUST COMPLETE FOR:

- *Room Parent
- *Classroom/Campus Volunteer
- *Field Trip Chaperone
- *DAD's on Duty/Watch Dogs



Volunteer Criminal History Authorization Form

Processing Fee - \$1.00 COMPLETE ONLY ONE FORM PER VOLUNTEER

(You DO NOT need to complete this form for each child/campus, only one form per volunteer is required)

VOLUNTEER NAME: _____
First M.I. Last

Social Security #: _____ Date of Birth: _____ Gender: _____

Contact Phone #: _____ E-mail Address: _____

STUDENT(S) NAME(S): _____
First Last

CAMPUS: _____ DEPARTMENT/CLASSROOM: _____

Authorization

I _____ have been notified that a computerized criminal history (CCH) verification
(Applicant or Volunteer Name)

check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and Date of Birth (DOB) identifiers I supply. Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, KISD is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, KISD 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. 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 be sent to 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 KISD receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

The Keller Independent School District is authorized by state law to obtain criminal history information on applicants the District intends to employ or a person who has indicated, in writing, an intention to serve as a volunteer with the District, as well as to a person currently employed or serving as a volunteer (Texas Education Code 22.083). I authorize the Keller Independent School District to obtain copies of any information pertaining to any criminal history record maintained by any law enforcement agency.

Signature of Applicant or Volunteer

Date

Agency Name

Keller ISD

For HR Use Only:

Purpose of CCH: _____ initial

Cleared: _____ Not Cleared: _____ initial

CCH Report Printed: YES___ NO___ initial

Printed Date: _____ initial

Destroyed Date: _____ initial

HR Specialist Name (Please Print)

Signature of HR Specialist

Date

For Campus Use Only:

Campus/Code: _____

Budget Code: _____

Fee Collected: YES _____ NO _____

Amount Received: _____ Date Received: _____