STAFF CRIMINAL HISTORY

COMPLETE FOR ALL CURRENT EMPLOYEES. USAGE OF ANOTHER FORMAT IS ACCEPTABLE, PROVIDED ALL REQUESTED INFORMATION IS INCLUDED.

EMPLOYEE NAME	DATE OF HIRE	DATE OF HIRE	TYPE OF BACKGROUND CHECK REQUESTED (CHRC OR CBC)	STATUS OF BACKGROUND CHECK REQUEST		DATE OF MOST RECENT FEDERAL & STATE LEIE CHECK	YOUTH PROGRAMS ONLY: DATE OF CJIS FINGERPRINTING and CHILD PROTECTIVE SERVICES CHECK
Example: John Doe	1-4-1998	1-2-1998	☐ CHRC ☒ CBC	Completed 1-4-1998		7-1-2011	7-1-2011; 7-1-2011
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I hereby certify that:

1. A CHRC or CBC has been completed on all staff & any criminal history has been discussed to the satisfaction of the agency;
2. No staff employed or contracted by the agency appear on the LEIE listing;
3. The above information is true and correct as of: date; and
4. (Youth programs only) Fingerprinting has been completed for all staff and all staff are in compliance with COMAR 14.31.06.05A(4)(a)-(e).

PERSON COMPLETING THE FORM SIGNATURE	PRINT NAME	DATE
EXECUTIVE DIRECTOR SIGNATURE	PRINT NAME	DATE