

Criminal History Request

Instructions for Subject Individual

301 AD
301 CP

Read all instructions before completing form

Section 1 and Section 2: The “**authorized designee**” (AD) or “**contact person**” (CP) is a person who has received training from DHS to assist with the Criminal History Request. The AD or CP must complete **all** boxes in these two sections.

Section 3: Qualified Entities with LEDS access or the Criminal Records Unit (CRU) will complete this section.

Section 4: The AD or CRU will complete this section to notate the final fitness determination.

Section 5: The “**subject individual**” is the person whose history is being checked. **The subject individual must complete section 5.**

Listing your social security number (SSN) is optional. If you do not provide your SSN, fingerprints may be required. If you do not have a SSN but do have an INS number, write your INS number in Box 18. The Department requests the Social Security number or INS number solely for the purpose of positively identifying you during the criminal history check process.

Disclose all history. You must accurately and completely disclose **all** history requested. This includes **all** felonies, misdemeanors, probation violations and failures to appear. If you fail to list any part of your history, you may be denied. Serious traffic offenses, such as “Reckless Driving,” “Driving Under the Influence of Intoxicants” (DUII) and “Driving While Suspended” (DWS) **must** be listed. “Failure to Appear,” even for a minor traffic violation, **must** be listed. If you are not sure if something should be listed, you should list it. For each arrest, charge or conviction, include the date, location and the outcome.

Violations. Minor traffic, moving and non-moving violations are **not** required to be listed.

If the Department determines that you have potentially disqualifying crimes or conditions, a weighing test will determine whether you are eligible for the position for which you are applying.

If you have any criminal history, you should provide the following information in Box 26:

What happened when you were arrested and/or convicted.

What did you have to do because of the arrest or conviction? Serve probation? Pay restitution?

List any treatment, counseling program, alcohol or drug rehabilitation, education, and training.

List employment demonstrating responsible behavior.

How is your criminal history relevant to your job or position?

How has your life changed since the criminal history?

Why do you believe you are no longer a risk to vulnerable people?

Attach documentation to support the information provided.

DHS Criminal Records Unit
PO Box 14870
Salem, Oregon 97309-5066
Toll-free: 1-888-272-5545

OUTCOME

Denial. Denials may occur for some convictions, unresolved arrests, probation violations, warrants, sex offender status or false statement, after a weighing test has been conducted. If you are denied you may not hold the position or job and must be terminated immediately. This decision may be appealed.

Approved. If you have no criminal history or you are found to not be a significant risk to vulnerable persons, you will be approved. An approved fitness determination does not guarantee employment.

Restricted Approval. If you have potentially disqualifying history, you might be approved to work restricted to a client, specific work site or set of duties. This decision may be appealed.

Case Closed. If you do not cooperate with this criminal history process, your application may be closed without a fitness determination. There are no appeal rights.



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Additional Information and Instructions

Authority. The Department of Human Services (DHS) is authorized by state law to complete criminal and other background checks on people who work, volunteer or live with people who are vulnerable to abuse or mistreatment. Vulnerable people include children, senior citizens and persons with physical disabilities, developmental disabilities or mental illness. A check may be required even if the person does not have direct contact with vulnerable people.

Results. Results from this request are returned to the authorized designee listed in Box 1. If the qualified entity has a contact person but no authorized designee, DHS will complete the fitness determination without returning criminal history information to the contact person.

Sources checked. In doing this check, DHS may use information from the Department of Motor Vehicle; Department of Corrections; Oregon State Police; Federal Bureau of Investigation; and local, state and federal courts. DHS may use information from other criminal justice, corrections and law-enforcement agencies and other state and local government agencies. Fingerprints may be requested by the DHS Criminal Records Unit (CRU). In some cases, we may check current and previous employers.

Challenging state information. If the subject individual wants to obtain a copy of the record or challenge information in the record, the subject individual must contact the Oregon State Police, (503) 378-3070, extension 330.

Challenging FBI information. The subject individual may challenge the accuracy and completeness of information in the FBI record if he or she believes it is incorrect. To obtain a copy or challenge the FBI record, the subject individual must contact the Federal Bureau of Investigation for information, (304) 625-3878.

Civil rights. Subject individuals may have rights under Title VII of the Civil Rights Act of 1964. Individuals wishing to obtain information regarding civil rights should contact the Oregon Bureau of Labor and Industries, (503) 731-4075 or the U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000.

Rechecks. This background check process may be repeated by the qualified entity at any time while the subject individual works, resides or otherwise continues in this position. It is recommended that the qualified entity request the subject individual to notify the qualified entity if they are arrested or convicted for any misdemeanor or felony after completing this form.

Questions? Call (888) 272-5545 (*toll-free*) or (503) 378-5470

When faxing form to DHS - CRU, use the following numbers:

(503) 378-2588 (SPD Facilities)

(503) 378-4480 (MH or DD)

(503) 378-5770 (SPD Branches)

(503) 378-6314 (all others)

(503) 378-6314 (Child Welfare)

If you need this form in large print or in a different format,
Call the Criminal Records Unit toll-free: 1-888-272-5545.