

## CRIMINAL RECORD CHECK LIST

November, 2012

THE ADMINISTRATOR OF THE FACILITY MUST BE A MEMBER IN ORDER FOR US TO DO THE BACKGROUND CHECKS FOR YOU TO PROCESS A CRIMINAL RECORD CHECK THE REQUEST MUST HAVE:

1. **Full Name: Last, First, Middle**
2. **Date of Birth: Month, Day, Year**
3. **Sex: Mark appropriate box**
4. **Address – Optional**
5. **Signature releasing any criminal history information to the requestor**
6. **Purpose**
7. **PLEASE FILL IN THE SEND REPLY TO: we need this information to know who needs it!**
8. **Sign and Print – we can not process this if it is not signed**
9. **\*\* DOUBLE CHECK EVERYTHING BEFORE YOU FAX TO ENSURE YOUR REQUEST CAN BE PROCESSED!**  
**Fax Number 573-634-8590**  
**\*All information must be legible: if we can't read it, we can't process it!**  
**\*\* Typing your request may prove to be beneficial**

**If you fax the form into us by 12:30 then it will be included in that day's processing. We have available either snail mailing or e-mailing the background checks back. E-mailing does require that you have an e-mail address that is not a free account, i.e. Hot mail.**

**The fee for processing the background check is \$13.00 per check. We implemented a prepayment for Criminal Background Check service at the end of 2005. We would require you to send a \$100.00 minimum payment to start this service and this could go up depending on the amount of CBC's that you do in a month. We will invoice and send statement at the end of the month for this process and advise you at that time if you need to send more funds to keep the account in a positive balance.**