



STATE OF IOWA

Criminal History Record Check Request Form



To: **Iowa Division of Criminal Justice**
Support Operation Bureau, 1st Floor
215 E. 7th Street
Des Moines, IA 50319
(515) 725-6006
(515) 725-6080 (FAX)

From: _____

 Phone: _____
 Cell: _____
 Fax: _____

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory):	First Name (mandatory):	Middle Name (recommended):
Date of Birth (mandatory):	Gender (mandatory): (Please circle)	Social Security Number (mandatory):
	Male or Female	

Waiver Information: Without a signed waiver from the subject of the request and parent/guardian, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request and parent/guardian if under the age of 18.

Waiver Release: We, Volunteen and Parent/Guardian agree

I hereby authorize the Volunteer Services Department at UnityPoint-Des Moines to investigate my past and to ascertain any and all information, which may concern my work and volunteer records, educational history and character. I also authorize UnityPoint Health-Des Moines to investigate all statements contained in this application to include criminal, and child and dependent-abuse information as well as my character and qualifications. I hereby release UnityPoint Health-Des Moines, it Volunteer Services Departments and all employees at UnityPoint Health-Des Moines of any damage whatsoever for issuing same. I further authorize the Volunteer Services Department to maintain this information in their records, release, and absolve them from all liability for acts performed in good faith and without malice in connection with the evaluation of my application.

Disclaimer: Because we take our responsibility seriously, we screen all our applicants thoroughly. While we try to place every prospective volunteer, management reserves the right to reject any applicant.

Volunteen Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Waiver Information:

Iowa law does *not* require a waiver. However, without a signed waiver from the subject of the request any arrest over 18 months old, *without* a final disposition, cannot be released to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be released to non-law enforcement agencies without a signed waiver from the subject of the request. If the “No Iowa Criminal History Record found with DCI” box is checked, it could mean that the information on file is not releasable per Iowa law without a waiver.

General Information:

The information requested is based on *name* and *exact date of birth only*. Without fingerprints, a *positive* identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal business hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history record check is of the Iowa Central Repository (DCI) only. The DCI files do not include other states’ records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a deferred judgment *is not* considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A deferred sentence *is* a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

REMINDER - (1) Send in a separate Request Form for each last name, (2) a fee is required for each last name submitted, (3) a completed Billing Form must be submitted with all request(s).

Iowa law requires employers to pay the fee for potential employees’ record checks.