



Rev: 04/2008

P.O. Box 1059, 1369 Fourth Avenue, Auburn, GA 30011

P : 770-963-4002 F : 770-513-9255

## City of Auburn Criminal History and Background Check Consent Form

APPLICANT INFORMATION SECTION							
NAME OF APPLICANT							
LIST ALL PREVIOUS LAST NAMES AND ALIASES							
DRIVER'S LICENSE NUMBER ( <b>APPLICANT MUST POSSESS A VALID GEORGIA DRIVER LICENSE</b> )							
DATE OF BIRTH ( <b>MM/DD/YYYY FORMAT</b> )				SOCIAL SECURITY NUMBER			
RACE	ETHNICITY	SEX	WEIGHT	HEIGHT	EYE COLOR	HAIR COLOR	
MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED				SPOUSES NAME			
LEGAL STATUS <input type="checkbox"/> U.S. CITIZEN <input type="checkbox"/> RESIDENT ALIEN – LIST YOUR INS NUMBER: _____							
CITY					STATE	ZIPCODE	

BUSINESS INFORMATION SECTION		
NAME OF PLACE OF EMPLOYMENT		
PHYSICAL ADDRESS		
CITY		STATE
		ZIPCODE

ARREST INFORMATION SECTION			
IF YOU HAVE EVER BEEN ARRESTED THEN PLEASE LIST ALL ARRESTS BELOW (MUST INCLUDE ALL CHARGES EVEN IF THEY WERE DISMISSED OR EXPUNGED) LIST ANY ADDITIONAL ARRESTS ON A SEPARATE SHEET OF PAPER AND ATTACH TO THIS APPLICATION			
	DATE ARRESTED	CHARGE	ARRESTING AGENCY
		COURT DISPOSITIONS	
	DATE ARRESTED	CHARGE	ARRESTING AGENCY
		COURT DISPOSITIONS	
	DATE ARRESTED	CHARGE	ARRESTING AGENCY
		COURT DISPOSITIONS	



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NOTE: THE COPY OF THE REQUEST FOR THE CRIMIAL HISTORY MUST BE MAINTAINED FOR FOUR (4) YEARS FOR THE PURPOSE OF GCIC/NCIC AUDITS.

ILLEGAL USE OF THE INQUIRY FOR ANY REASON OTHER THAT STATED ABOVE IS A VIOLATION OF STATE LAW AND GCIC/NCIC POLICY AND PROCEDURES AND COULD RESULT IN THE PROSECUTION AND/OR SANCTIONS AGAINST YOU.

(Note: Unless all blanks are completed on this form and the form is notarized, no information will be released.)

\*\*\*\*\* Rules of Georgia Crime Information Center Council Chapter (GCIC) 140-02 Section 140-02 04 Criminal Justice Information Exchange and Discrimination. Amended \*\*\*\*\*

Criminal justice agencies may disseminate criminal history records to private persons, businesses, public agencies, political subdivisions, authorities and instrumentalities, including state or federal licensing and regulatory agencies, or to their designated representatives. For dissemination purposes, criminal history records include all available criminal history information; except information relating to any arrest or charges disposed of under the provisions of the Georgia First Offender Act shall not be provided after the person has been discharged from First Offender status and exonerated of the charges. At the time of each request requestors shall provide the fingerprints or the signed and notarized consent of the person whose record is requested. The signed and notarized consent must be in a formal approved by GCIC and must include the person's full name, address, social security number, race, sex and date of birth. Criminal justice agencies which disseminate criminal history records to private individuals and to public and private agencies shall advise all requestors that if an employment or licensing decision adverse to the record subject is made, the record subject must be informed by the individual or agency making the adverse decision of all information pertinent to that decision. This disclosure must include information that a criminal history check was made, the specific contents of the record, and the effect the record had upon the decision.

The City of Auburn requires an **annual** investigation of all licensees. A new Consent will be required with each renewal. The criminal investigation is done by the City of Auburn Police Department through the State of Georgia and GCIC does the background investigation.

By signing this form I, \_\_\_\_\_, the applicant, understand the reason for this inquiry. I also authorize the City of Auburn and its designees to receive my criminal history from the Auburn Police Department. I further authorize the City of Auburn and its designees to receive my background history form the Georgia Crime Information Center.

Applicant paid \$15.00 fee to City of Auburn. (Only cash, money order, or business check allowed. Make payable to: City of Auburn)

\_\_\_\_\_  
SIGNATURE

SWORN AND SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY PUBLIC