

Dear Crisis Center Volunteer Applicant:

Attached is a form that the Crisis Center asks that you complete and return with your volunteer application.

This is a release allowing us to conduct a criminal background investigation. Please complete the attached form(s). Fill in all blanks marked by an "x", sign at the bottom of the page (do not sign on line for "Requestor"), date and return it with your application.

The attached form(s) will be kept in a location separate from your application.

The results of the attached forms will be kept confidential. The Crisis Center will assess on a case-by-case basis whether background information disqualifies a person from volunteer service in our programs. If you have any questions or concerns, please contact Patti Fields at 351-2726 or [pfields@jccrisiscenter.org](mailto:pfields@jccrisiscenter.org).

**STATE OF IOWA  
NON-LAW ENFORCEMENT RECORD CHECK REQUEST  
FORM A**

**TO:** Iowa Division of Criminal Investigation  
Bureau of Identification  
Wallace State Office Building  
Des Moines, IA 50319  
(515) 281-5138 (Voice - Days)  
(515) 281-4776 (Voice - Evenings)  
(515) 242-6876 (Fax)

**FROM:** Crisis Center  
1121 Gilbert Court  
Iowa City, IA 52240  
(319) 351-4671 (Fax)  
(319) 351-2726 (Phone)

**I am requesting an IOWA CRIMINAL HISTORY check on:**

(Type or Print Legibly)

REQUEST

<u>X</u> Last Name (Mandatory)	<u>X</u> First Name (Mandatory)	<u>X</u> Middle Name (Recommended)
<u>X</u> Date of Birth (Mandatory) (Recommended)	<u>X</u> Sex (Mandatory)	<u>X</u> Social Security Number

\_\_\_\_\_  
Signature of Requestor

**There is a separate Form "A" required for each last name submitted**

(DCI Use Only)

RESULTS

As of \_\_\_\_\_, a name and date of birth check revealed:  
Date

CCH record attached       No CCH record found       DCI initials \_\_\_\_\_

Waiver

I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation. Any information maintained by the DCI may be released as allowed by law.

X  
Signature

X  
Date