

## Request for Criminal History Background Check

In order to be employed by a client of Full Access and be paid through support service funds, you must have a current and valid Criminal History Check (CHC). All people who work with Full Access clients are required to complete a CHC every 2 years. Without a current CHC you can't provide services to Full Access clients and can't be paid. It takes approximately 6 weeks to process your Criminal History Check and to assure that you have current credentials in the state payroll system, eXPRS.

**Name (Last, First, Middle):** \_\_\_\_\_

**(As listed per your government issued ID)**

**Email Address:** \_\_\_\_\_

You will receive an email at the address you list above with instructions on how to complete your CHC online. Please note, if fingerprints are required to make a final fitness determination, you will receive further instructions. This email address will be attached to your provider record with our agency. We will only contact you at this email address in regards to the work you do with our clients.

**CSA: PLEASE INCLUDE COPY OF CURRENT GOVT. ISSUED ID**