



**INDICATE CURRENT APPLICANT STATUS:**

Priest \_\_\_\_\_  
Employee \_\_\_\_\_ Volunteer \_\_\_\_\_  
Religious \_\_\_\_\_ Deacon \_\_\_\_\_

**DIocese of Tucson CRIMINAL HISTORY CHECK TRANSMITTAL FORM**  
**NEW APPLICANT**

Applicant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parish/School/Agency: \_\_\_\_\_ City: \_\_\_\_\_

**The following documents are required with this Transmittal form:**

- Copy of Application for Employment or Volunteer Service (*All information requested MUST be filled-in.*)
- Permission to Obtain Information form. (*Please include birth date.*)
- Original Fingerprint Card.
- \$5.00 Department of Public Safety Fingerprint Processing Fee
- If clearance is DPS Card:** Copy of DPS Clearance Card is enclosed - Expiration Date: \_\_\_\_\_  
(*If a person has a DPS Card, a copy of employment or volunteer application is required. A fee and a Permission to Obtain Information form are NOT required with a DPS Card.*)
- \$12.00 Criminal History Check Processing Fee (Consumer Agency)  
(*Please note if more extensive reviews are needed an additional fee will apply*)

**Choose any additional searches required:**

- \$20.00 Motor Vehicle Report (*Required for all using Church-owned vehicles.*) The following is required in addition to the Permission to Obtain Information form:  

Driver License Number	State of Issue	Expiration Date
- \$15.00 Credit History Report (*Recommended for all involved in financial matters.*) The following is required in addition to the Permission to Obtain Information form:  
Social Security Number: \_\_\_\_\_

**Check Enclosed:** (*Check from parish is requested instead of individual personal checks. Do not submit cash*)

- PLEASE ENTER:** Check number: \_\_\_\_\_; Check Amount: \_\_\_\_\_; Fee amount for this application only: \$\_\_\_\_\_. (*Checks must be made payable to Diocese of Tucson and consist of background search fees ONLY.*)

TODAY'S DATE: \_\_\_\_\_ C.O.'S NAME: \_\_\_\_\_ Rev 3/2012  
Please print Sign

**For Office Use Only:**

Fingerprint Log #: _____	Clearance Memo: _____
Fingerprint Status: _____	DPS Card Expiration: _____ (if applicable)
Credit Check: _____	ParishSoft Database Entry: _____
Motor Vehicle Check: _____	