

Shawnee County
Department of Corrections
Adult Center – 501 SE 8th Street – Topeka, Kansas 66607 – (785) 291-5000
Juvenile Center – 401 SE 8th Street – Topeka, Kansas 66607 – (785) 251-7700
Brian Cole, Director
Criminal History Authorization

Date: _____ **DOC Office Use Only-Volunteer I.D. #:** _____

The Privacy Act of 1974

The Privacy Act of 1974 contains penalties for violation of provisions of the Act. Although applying primarily to the Executive Branch of the U.S. Government, records contained in the National Crime Information Center (NCIC) are also covered by the Act. The Act provides, in part, any record concerning an individual from any agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000. "Any person who...under false pretenses" would include: (1) a police officer or any other employee entitled to NCIC information who accesses NCIC for purpose other than authorized by his employment, (2) an individual who knows he has no right to NCIC information, and who, under false pretenses, receives it from the above described employee, or (3) any person who knowingly receives, under false pretenses, NCIC information via unauthorized access of the NCIC system. All CCH inquiries must be logged and retained for one year. Federal law mandates that CCH records be disseminated to authorized agencies only and provides for a \$10,000 fine to any agency or individual in violation. (Title 28, chapter I, Part 20 Subpart B.)

The undersigned applicant hereby authorizes the Department of Corrections to request this records check with the State of Kansas as well as local police authorities and also authorizes the latter to furnish this information to the Department of Corrections. The undersigned understands this is to be a CONFIDENTIAL requirement related to an application to be a volunteer for the Department of Corrections.

Please Print or Type Clearly	
Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (First) (MI) (Last) </div> Other Names Used (maiden, alias, married): _____	
Address: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Street) (City) (State) (Zip) </div>	
Previous Address: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Street) (City) (State) (Zip) </div>	
Social Security Number: _____ Date of Birth: _____	
Gender: Male/Female Telephone Number: _____	
Driver's License (PHOTO COPY REQUIRED) KS D/L #: _____ EXP: _____ Have you ever lived in another state? Y N If Yes, what state(s): _____ Other D/L #(s): _____	Race/Ethnicity <div style="display: flex; justify-content: space-between; font-size: small;"> American Indian/Alaska Native Asian </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Black/African American White </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Hispanic/Latino </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Native Hawaiian/Pacific Islander </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Other </div>
Date: _____ Signature: _____	
****Office Use Only****	
<input type="checkbox"/> No convictions found in search. <input type="checkbox"/> Search indicates convictions. <input type="checkbox"/> Search indicates pending criminal charges. Staff Initials: _____ Date: _____	
Acknowledgement	
Subscribed and sworn before me on this _____ day of _____, _____, by _____ . My commission expires: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Print Name Notary Public </div>	