



# Sam Houston State University

Member The Texas State University System  
**Human Resources Department**

## HOURLY STUDENT APPLICATION FOR CRIMINAL BACKGROUND CHECK For Hiring Department Use Only

**Instructions:**

- 1) A criminal background check is required for all student employees prior to hire per [Human Resources Policy ER-9, Criminal Background Checks](#)
- 2) The student must complete the attached DPS Computerized Criminal History (CCH) Verification form. (Print name on top of the form and sign and date).
- 3) **Hiring Department Contact:** If you are hiring a current student employee into a new position, please contact Human Resources at 936-294-1069 to see if the new position requires the current student employee to complete a criminal background check for the new position.
- 4) The Hiring Department will submit the completed Application for Student Criminal Background Check and the DPS Computerized Criminal History (CCH) Verification together to the Human Resources Department to either the address provided below or faxed to Human Resources at 936-294-3611. **NOTE: Do not send Background Request via email.**

**Human Resources Department, Box 2356**  
John W. Thomason Building, 1831 University Avenue, Suite 202  
Huntsville, TX 77341-2356

- 5) **Students must not begin working** until the Hiring Department Contact Person named below has received clearance from the Human Resources office.
- 6) If you have questions, please call 936-294-1069 for assistance.

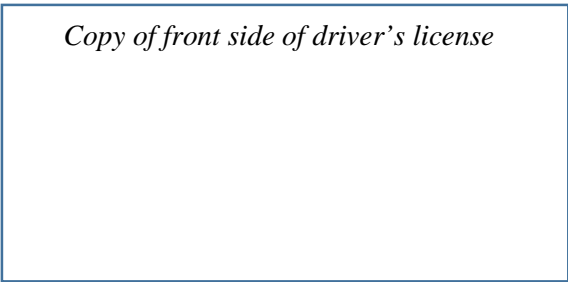
Name of the Hiring Department requesting DPS background check: \_\_\_\_\_

Hiring Department Contact Person: \_\_\_\_\_

*The Hiring Department Contact Person named above will receive clearance information from Human Resources.*

Date Requested: \_\_\_\_\_ Student SAM ID #: \_\_\_\_\_ Student Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Funds: \_\_\_\_\_



**Student's Legal Name:** \_\_\_\_\_

*The student's legal name above should match the name on the front side of their driver's license as pictured above.*

Please provide other names used by the student listed above: \_\_\_\_\_

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

APPLICANT or EMPLOYEE NAME (Please print)

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

Sam Houston State University  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please:</b>	
<b>Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____	NO _____      _____ initial
Purpose of CCH: _____	
Hire _____	Not Hired _____      _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	