



# VR CRIMINAL BACKGROUND CHECK REQUEST

(check appropriate reason below)

In the opinion of both the Specialist assigned to the client and the Office Director, obtaining a complete background screen is critical to the planning and/or placement for at least one of the following reasons.

- \_\_\_\_\_ Client is unable to provide accurate and complete information regarding their charges and convictions to the specialist for employment applications or career planning.
- \_\_\_\_\_ Client has experienced previous rejections for employment from employers or training programs because of background checks and the client is uncertain about their charges and convictions.
- \_\_\_\_\_ Client is participating in an Internship/On-the-Job Evaluation, Community Work Assessment, State OJT, WBLE or Certificate Program and the employer is requesting a background screen be completed.

### Client Information

First Name:		Middle Name:		Last Name:	
Date of Birth:		Address:			
Social Security Number:		City:		State:	Zip:
Phone Number:		Other names, such as maiden name, former married name or nickname:			
Valid Email Address:					
All previous addresses at which you have resided (minimum City & State):					

\_\_\_\_\_  
Officer Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VR Specialist's Name/Office Location

\_\_\_\_\_  
Date