

**NOTE:**  
**ALL CRIMINAL HISTORIES HAVE**  
**TO BE PICKED UP WITHIN 30 DAYS**  
**FROM THE DATE OF THE REQUEST**  
**OR THEY WILL BE DESTROYED.**  
**CRIMINAL HISTORIES ARE ONLY**  
**VALID AT THE TIME IT IS RAN.**

# Office of the Sheriff Lumpkin County

## Criminal History Request

I hereby request for the Lumpkin County Sheriff's Office to retrieve any criminal history record information, which may pertain to myself (or the person named below), that may be found in any state or local criminal justice agency in Georgia. Records obtained from the Lumpkin County Sheriff's Office shall only be used by the requesting agency or individual solely for the purposes requested. If any information is used to deny employment or license, it shall not reflect on the liability of this office, but on the agency or entity who makes that decision and to allow the person/applicant a chance to dispute any information which may be in error. Any dissemination of the information provided must be with permission of the person/applicant. Lumpkin County shall not be held responsible for information obtained by another agency, state or federal, which provides such information and whose files reflect records which may contain errors or omissions.

### **TO ENSURE ACCURACY, PLEASE PRINT AND PROVIDE COMPLETE INFORMATION**

Date of request: \_\_\_\_\_

Agency requesting criminal history (name): \_\_\_\_\_ Phone #: \_\_\_\_\_

Full name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

SSN: \_\_\_\_\_ (SSN helps confirm your identity and history)

DOB: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_ State of birth: \_\_\_\_\_

Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

### **Special employment provisions:**

- Employment with mentally disabled (Purpose code "M")
- Employment with elder care (Purpose code "N")
- Employment with children (Purpose code "W")
- Employment (Purpose code "E")
- Self-Check (Purpose code E & U)
- Attorney for Individual (Purpose code E and U only) Name of Attorney \_\_\_\_\_ Bar Number: \_\_\_\_\_

*\*\*Any authorized individual(s) must present a valid identification upon receipt of this criminal history. If a valid identification cannot be presented, the criminal history will not be released.*

**Individual(s) authorized to receive criminal history:** \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notary signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **(Notary Stamp)**

### **To be completed by Lumpkin County Sheriff's Office Personnel**

Select purpose code used: C F P (No consent required) E J M N W Z U&E (Consent required)

Case number or criminal history number used: \_\_\_\_\_

Date of inquiry: \_\_\_\_\_ Time of inquiry: \_\_\_\_\_ Operator's initials: \_\_\_\_\_

- No Georgia CHRI results available
- Georgia CHRI attached/released.
- No NCIC/GCIC Warrant results available
- Possible NCIC/GCIC Warrant. (Contact agency listed below.)

Wanting Agency Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

GCIC Certified Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_