

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Consent Form

I hereby authorize Employment Screening Services Inc.
to receive any Georgia criminal history record information pertaining to me which may be in the
files of any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex Race Date of Birth Social Security Number

Signature

Date

Special employment provisions (check if applicable):

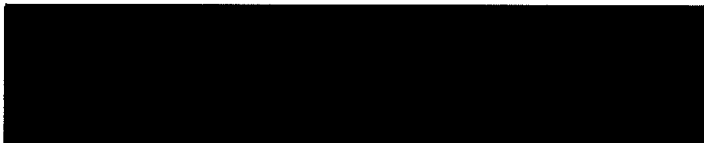
- Employment with mentally disabled (Purpose code 'M')
- Employment with elder care (Purpose code 'N')
- Employment with children (Purpose code 'W')
- Employment with criminal justice agency - non-sworn (Purpose code 'J')
- Employment with criminal justice agency - sworn (Purpose code 'Z')

One of the following must be checked:

- This authorization is valid for 90/180/____ (circle one) days from date of signature.
- I, _____ give consent to the above
named to perform periodic criminal history background checks for the duration of my
employment with this company.

GCIC OPERATIONS BULLETIN 2007-18

Subject: Consent Form for Obtaining Georgia Criminal History Record Information (CHRI)



1. Pursuant to O.C.G.A. § 35-3-34(a)(1)(A), GCIC Rule 140-2-.04 states "*at the time of each request, requestors shall provide the signed consent of persons whose criminal history records are sought*". The signed consent form enables the requestor to obtain complete Georgia criminal history record information, with the exception of sealed information.
2. The signed consent must be in a format approved by GCIC and include, as a minimum, the person's full name, address, social security number, race, sex, date of birth and date signed. Changes, strikethroughs or white out/liquid paper are not permissible. If a change or correction is necessary, a new consent form must be completed.
3. The consent form should specify the expiration date of the consent.
4. Consent forms should either: (1) specify a specific expiration date such as 90 or 180 days from the date of signing; or (2) specify that the requestor may periodically check the Georgia criminal history information at any time during the consenting individual's term of employment. If the periodic checks option is chosen, the statement should clearly indicate that the consenting individual understands that permission is being given to the requesting entity to run additional background checks periodically without seeking additional consent of the individual.
5. If no expiration date is stated on the form, the consent will expire 90 days from the date of signing by the person whose record is sought. After this 90 day period, no criminal history information shall be obtained from GCIC without submission of a new and current consent form.

Approved: _____

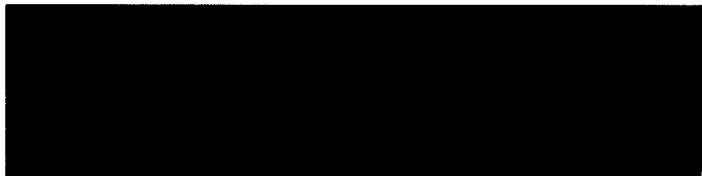
Paul C. Heppner
Paul C. Heppner, Deputy Director for GCIC

4-27-07

Date

SPECIAL MEMORANDUM

SUBJECT: Electronic/Digital Signatures



Pursuant to O.C.G.A. §10-12-4, the Georgia Crime Information Center recognizes the use of secure electronic signatures on official correspondence, e.g. criminal history consent forms. Appropriate signature recognition software must be used to ensure the security of said signature and verification (O.C.G.A. §10-12-3(6)). GCIC neither endorses or certifies vendors and accepts no responsibility for the security of the signature recognition software used by local law enforcement.

Approved: *Paul C. Heppner*
Paul C. Heppner, Deputy Director for GCIC

6-29-05
Date