



BACKGROUND CHECK FORM (Part A)
Criminal History Check
Harris County Juvenile Probation Department

Legal Services and Public Affairs
1200 Congress
Houston, Texas 77002

Pursuant to Title 37, Part 11, Chapter 344 of the Texas Administrative Code, the Harris County Juvenile Probation Department (HCJPD) performs fingerprint-based criminal history checks on volunteers, interns and vendors. In addition, per HCJPD policy, the department performs initial and annual criminal history checks through NCIC/TCIC. Any request to provide volunteer, intern or vendor services may be denied or if already providing services, may be terminated at any time for any reason. **This form must be completed and signed by the applicant prior to processing both initial and annual criminal history checks.**

SUBMISSION INSTRUCTIONS

HCJPD background check forms contain three parts, which are used to process checks in three separate databases. **All forms (Part A, Part B, and Part C) must be completed in full (including duplicate information). Part A and B forms both require a signature and date. Any incomplete applications will not be processed.**
Email this form to CriminalHistoryCheck@hcjpd.hctx.net OR fax this form to 832-927-0363.

REFERRING AGENCY INFORMATION

Community Partner/Vendor Name:	
Community Partner/Vendor Primary Contact Name:	
Community Partner/Vendor Primary Contact Email:	

PURPOSE OF CRIMINAL CHECK

<input type="checkbox"/> New Intern <i>(only mark if an intern with HCJPD)</i>	<input type="checkbox"/> Annual Renewal Intern <i>(only mark if an intern with HCJPD)</i>
<input type="checkbox"/> New Volunteer	<input type="checkbox"/> Annual Renewal Volunteer
<input type="checkbox"/> New Vendor	<input type="checkbox"/> Annual Renewal Vendor

INTERN, VOLUNTEER, OR VENDOR INFORMATION

PLEASE ENTER YOUR FULL LEGAL NAME BELOW

FIRST		MIDDLE		LAST	
STREET ADDRESS			CITY	STATE	ZIP
DATE OF BIRTH	SOCIAL SECURITY #	ID Card# / Driver's License #	Issuing State	GENDER	

APPLICANT PRIMARY TELEPHONE #	APPLICANT EMAIL ADDRESS

SCREENING QUESTIONS

Have you ever been employed by HCJPD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when (month/year)?	Which HCJPD location were you employed?
Have you had a JPO or JSO Certification revoked by the Texas Juvenile Justice Department?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have a family member under the supervision of HCJPD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of any crime against a child?	<input type="checkbox"/> Yes <input type="checkbox"/> No

CRIMINAL HISTORY CHECK AUTHORIZATION

By virtue of my signature, I certify the name, address, personal descriptive information is accurate as recorded on this document and I hereby authorize HCJPD to perform a criminal history check.

Signature of Applicant: _____ Date: _____
Applicant must provide handwritten signature, no electronic signatures will be accepted

HCJPD USE ONLY- APPLICANT DO NOT WRITE BELOW THIS LINE

I certify that a criminal history check has been completed on the above listed person. Applicant was found to be:
 APPROVED DENIED APPROVED WITH RESTRICTIONS : _____

Signature of Staff Completing Check: _____ Date: _____