



TENNESSEE DEPARTMENT OF CORRECTION
NATIONAL CRIME INFORMATION CENTER (NCIC)
CRIMINAL HISTORY REQUEST

Date: _____

SECTION I - To be completed by applicant/volunteer/mentor/employee. (PLEASE PRINT CLEARLY)
Applicant Pre-employment, Volunteer, Mentor, Employee Annual Review:

Name: _____
Last First Middle
DOB: _____ SSN: _____ - -
DRIVER LICENSE #: _____ ISSUE DATE: _____ STATE: _____

Applicant Pre-employment, New Volunteer, New Mentor:

Sex: _____ Race: _____
List *All* Other States Where Individual Has Resided or Worked:

1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____
List *All* Aliases/Maiden/Legal Names Used:

1) _____
2) _____
3) _____

Have you had any of the following on your Motor Vehicle Record in the past five years: 1) DUI 2) Reckless driving 3) License Suspension for moving violation 4) More than four moving violations

☐ Yes ☐ No
Are you on Probation or Parole? ☐ Yes ☐ No

SECTION II - To be completed by Volunteer Coordinator or HR and signed by TDOC Site Manager/Approving Authority or Designee

Purpose: New Volunteer/New Employee/Annual Review

Site: _____ Contact Person: _____

Telephone: () - Ext. _____ Fax Number: () - _____

Authorizing Signature: _____ Title: TDOC Site Manager/Approving Authority/Designee

SECTION III - To be completed by Terminal Agency Coordinator/NCIC Operator or Designee:

Synopsis of Information Obtained: _____

FBI# (if known): _____ SID# (if known): _____

TAC/NCIC Operator/Designee Signature: _____ Date: _____

SECTION IV - To be completed by the TDOC Site Manager/Approving Authority

☐ Approved for hire/retention ☐ Not Approved for hire/retention Volunteer/Mentor ☐ Approved ☐ Not Approved

Additional Action Required: _____

TDOC Site Manager/Approving Authority Signature: _____ Date: _____