



REQUEST FOR CONTRACTOR CRIMINAL HISTORY RECORD CHECK

CONTRACTOR AND PROJECT INFORMATION			
CONTRACTING COMPANY'S NAME:			
CONTRACTING CO. ADDRESS:			
CONTRACTOR CONTACT & PHONE:			
FACILITY THE COMPANY WILL WORK IN:			
FACILITY ADDRESS:			
APPROXIMATE NUMBER OF PERSONS TO BE CHECKED:			
DATE THE WORK IS SCHEDULED TO BEGIN:			
DATE THE CONTRACT IS SCHEDULED TO END:			
PROJECT NUMBER OR PURCHASE ORDER NUMBER:			
BRIEF DESCRIPTION OF PROJECT OR PROCUREMENT:			
Requested by: (print or type name)			
Requesting Dept/Div.			
Signature:		Date:	
Work Phone:		Cell Phone (if applicable):	

INSTRUCTIONS:

1. We cannot process record checks for contractors until we receive this request form. You may fax the form to the Access Section at 355-4644, so that we can begin to schedule the record checks. Please also promptly send us the original signed copy. Be sure to allow sufficient time for the contractor's employees to complete the record checks and for the results to be received, before the work is scheduled to begin.
2. Please complete a separate form for each contracting company and each sub-contracting company that will be working on the project. Fill in all of the requested information, including the estimated number of employees who will need criminal history record checks.
3. The individual, who is responsible for initiating and/or monitoring the project or procurement (e.g., project manager, crew-chief, etc.), should sign the form. This individual will become the ESS/Access Section's primary contact point during the project or procurement. The Access Section will notify this individual when the form is received, so that contractor employees may start scheduling the fingerprinting.
4. As soon you send the form to ESS/Access Section, at the Judicial Center Parking Facility, please provide each contracting and sub-contracting company the information packet concerning the criminal history record checks so that they and their employees will know what to expect.