



**STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE  
Criminal Justice Business Applications Unit**



**Criminal History Record Information Requisition Form**

Criminal history record information (CHRI) must be used in accordance with the purpose and statute submitted with each fingerprint submission. The use of this form confirms that the requesting agency has met the minimum requirements to receive state and national fingerprint-based CHRI pursuant to a Connecticut General Statute (CGS) or a federal statute. Incomplete forms will result in the return of the fingerprint card or failure to electronically submit fingerprints to the Connecticut State Police Bureau of Identification (SPBI). This form must be used when an applicant will be fingerprinted at a regional educational service center (RESC). The appropriate fees must be submitted for each individual request/form. Fees are subject to change due to legislative enactments or federal assessments.

**To obtain state and national fingerprint-based CHRI, requesting agencies must 1) be approved by the Connecticut State Police to receive national CHRI, 2) have an application or documentation on file that documents the position for which the applicant is applying, 3) provide the applicant with the Noncriminal Justice Applicant's Privacy Rights form, the Federal Bureau of Investigation's Privacy Statement, and, if applicable, the National Child Protection Act/Volunteers for Children Act (NCPA/VCA) or the Volunteer and Employee Criminal History Services (VECHS) Waiver and Consent Form.**

**APPLICANT INFORMATION**

|              |                       |                  |
|--------------|-----------------------|------------------|
| <b>Name:</b> | <b>Date of Birth:</b> | <b>Position:</b> |
|--------------|-----------------------|------------------|

**SCHOOL INFORMATION**

|                     |                        |
|---------------------|------------------------|
| <b>School Name:</b> | <b>School Address:</b> |
|---------------------|------------------------|

**SCHOOL AUTHORIZATION**

|   |                   |              |
|---|-------------------|--------------|
| <b>Printed Name of School Representative:</b> | <b>Signature:</b> | <b>Date:</b> |
|---|-------------------|--------------|

Use the Authorized State and Federal Statutes Based on School Types chart to select the authorized statute.  
Use the Description of Statutory Use And Fees chart, on the next page, to select the state and federal fee.

**STATUTE AND FEES** \*RESC may charge additional administrative or processing fees.

|                            |                         |                           |
|----------------------------|-------------------------|---------------------------|
| <b>Authorized Statute:</b> | <b>State Fee:</b><br>\$ | <b>Federal Fee:</b><br>\$ |
|----------------------------|-------------------------|---------------------------|

**Authorized CT State and Federal Statutes Based on School Types Chart**

| School Types   | CT State Statutes   |                         | Federal Statutes |                  |          |                       |
|--|---------------------|-------------------------|------------------|------------------|----------|-----------------------|
|  | CGS 10-212<br>Nurse | CGS 10-221d<br>Employee | AWA              | AWA<br>Volunteer | NCPA/VCA | NCPA/VCA<br>Volunteer |
| <b>Local or Regional Boards of Education (BOEs)</b>  | X                   | X                       | X                | X                | X        | X                     |
| <b>Public Schools:</b><br>CT Technical High School System, state and local charter schools, cooperative arrangements among towns pursuant to CGS § 10-158a, or interdistrict magnet schools operated by a public entity.   |                     |                         | X                | X                | X        | X                     |
| <b>Nonpublic Schools:</b><br>Incorporated and endowed high schools and academies, special education facilities approved by the State Board of Education pursuant to CGS § 10-76d, interdistrict magnet schools operated by a private entity or any other nonpublic school. |                     |                         |                  |                  | X        | X                     |



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***The total cost for fingerprinting must be verified by contacting the appropriate RESC.***

**Description of Statutory Use And Fees Chart**

| Statutes   | Description  | State Fee | Federal Fee |
|--|--|-----------|-------------|
| <b>CT State Statute<br/>CGS § 10-212 Nurse</b>     | Appointed or contracted school nurses or nurse practitioners   | \$75.00   | \$13.25     |
| <b>CT State Statute<br/>CGS § 10-221d Employee</b> | Individuals who are employed by a local or regional board of education (BOE). This includes substitute teachers and school nurses or nurse practitioners who are <u>hired</u> by the BOE   | No Fee    | \$13.25     |
| <b>Federal Statute<br/>AWA</b>                     | Individuals employed by, under consideration for employment by, or in a paid position in which he/she will work with or around children in the elementary or secondary school or agency; this includes student teachers, interns, nursing students, public assistance employment applicants, and contracted workers who are paid. Individuals who work <i>exclusively</i> with preschool children must be fingerprinted under NCPA/VCA | \$75.00   | \$13.25     |
| <b>Federal Statute<br/>AWA Volunteer</b>           | Individuals in an unpaid position in which he/she will work with or around children in the elementary or secondary school or agency; this includes student teachers, interns, nursing students, public assistance employment applicants, and contracted workers who are NOT paid. Individuals who work <i>exclusively</i> with preschool children must be fingerprinted under NCPA/VCA   | \$75.00   | \$11.25     |
| <b>Federal Statute<br/>NCPA/VCA</b>                | Individuals in a paid position that may have unsupervised access to or provide treatment, education, training, instruction, supervision, or recreation to children, the elderly, or the disabled <u>and</u> are not required or cannot be fingerprinted under a state law  | \$75.00   | \$13.25     |
| <b>Federal Statute<br/>NCPA/VCA Volunteer</b>      | Individuals in an unpaid position that may have unsupervised access to or provide treatment, education, training, instruction, supervision, or recreation to children, the elderly, or the disabled <u>and</u> are not required or cannot be fingerprinted under a state law   | \$75.00   | \$11.25     |

**Applicants who must be fingerprinted for multiple schools for the same purpose and statutory authority can be fingerprinted one time for up to twenty (20) schools. Examples are provided below:**

**1. An applicant has been hired to work for 3 local BOEs as a paraprofessional.**

| Requisition Forms | Authorized Statute | State Fee | Federal Fee | # Fingerprints Taken |
|-------------------|--------------------|-----------|-------------|----------------------|
| BOE A             | CGS 10-221d        | \$ 0      | \$13.25     | 1                    |
| BOE B             | CGS 10-221d        | \$ 0      | \$13.25     |                      |
| BOE C             | CGS 10-221d        | \$ 0      | \$13.25     |                      |

**2. An applicant has been hired to work for 1 regional BOE and 2 nonpublic schools as a coach.**

| Requisition Forms  | Authorized Statute | State Fee | Federal Fee | # Fingerprints Taken |
|--------------------|--------------------|-----------|-------------|----------------------|
| BOE                | CGS 10-221d        | \$ 0      | \$13.25     | 1                    |
| Nonpublic School A | NCPA/VCA           | \$ 75     | \$13.25     | 1                    |
| Nonpublic School B | NCPA/VCA           | \$ 75     | \$13.25     |                      |

**3. An applicant has been contracted to work for 1 local BOE, 1 public school, and 1 nonpublic school as a substitute.**

| Requisition Forms | Authorized Statute | State Fee | Federal Fee | # Fingerprints Taken |
|-------------------|--------------------|-----------|-------------|----------------------|
| BOE               | NCPA/VCA           | \$ 75     | \$13.25     | 1                    |
| Public School     | NCPA/VCA           | \$ 75     | \$13.25     |                      |
| Nonpublic School  | NCPA/VCA           | \$ 75     | \$13.25     |                      |

**4. An applicant has been hired to work for 1 local BOE and will be an unpaid student teacher for 1 nonpublic school.**

| Requisition Forms | Authorized Statute | State Fee | Federal Fee | # Fingerprints Taken |
|-------------------|--------------------|-----------|-------------|----------------------|
| BOE               | CGS 10-221d        | \$ 0      | \$13.25     | 1                    |
| Nonpublic School  | NCPA/VCA           | \$ 75     | \$13.25     | 1                    |