SANTA MARIA INDEPENDENT SCHOOL DISTRICT
APPLICATION
OBSERVATIONS or STUDENT TEACHER

Please complete the following information:

1. Name _____

   Address _____

   Telephone _____

   Email_____

2. Background Education

   _____

3. Start Date of Observations/Student Teaching

   _____

I understand that the District may conduct a criminal history record check, and I have completed the addendum to provide the information needed to conduct by the Office of Human Resources.

_____

Signature

_____

Date

This application must include:

1) **Completed Application**
2) **Copy of Driver License and Social Security Card**
3) **Copy of letter from College/University/ACP Program Requirements**
4) **Department of Public Safety (DPS) Fingerprints – See Office of HR for details**

SANTA MARIA INDEPENDENT SCHOOL DISTRICT
CRIMINAL HISTORY INFORMATION REQUEST

Confidential

The Santa Maria Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

Please print legibly:

Name_____
Last *First* *Middle*

Social Security Number_____ Date of birth _____

Driver's License _____
State and Number

Mailing Address_____
Street *City* *State* *Zip*

Sex: ☐ Male ☐ Female Ethnicity: ☐ Black ☐ White/Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used *solely* for the purpose of obtaining criminal history record information. *

_____
Signature

_____
Date

THIS FORM IS NOT TO BE USED AS A CONSENT/AUTHORIZATION FORM.
Agency to retain this CCH Verification Form for DPS auditing purposes.

DPS Computerized Criminal History (CCH) Verification Form

Section 1: Applicant must acknowledge the information in Section 1. Signature & date required.
Applicant Name (Print):

I acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F https://statutes.capitol.texas.gov/.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is **not** allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process, I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online Crime Records General Information | Department of Public Safety (texas.gov) Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467- 2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of $25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me. **Acknowledge by signing below.**

Applicant Signature:	Date:

Section 2: Agency use only. Must be completed by authorized personnel conducting search.	
Agency Name:	Santa Maria Independent School District
Authorized User:	Elizabeth A. Stenhouse, Human Resource Specialist
Signature of Authorized User:	Elizabeth A. Stenhouse
Date of Name-Based CCH Search:	

Section 3: Agency use only. CHRI Name Based Tracking information. Check all that apply.	
Purpose for CHRI Search.	☐ Applicant ☐ Volunteer ☐ Contractor ☐ Other:
Is any part of the Criminal History Record Information (CHRI) stored by agency?	Reminder: DPS does not recommend storing any part of CHRI. ☐ NO, CHRI is not stored by agency. ☐ YES, CHRI is stored by agency.
CHRI Retention Period	☐ Temporarily Only ☐ Annual ☐ None Stored/Saved ☐ Other:
CHRI Storage Method	☐ Physical/Printed (paper copy) ☐ Digital/Electronic (saved anywhere on device/computer)
CHRI Retention Purpose	Explain:
Date CHRI Destroyed	
Destruction Method	Explain:

CHRI + Audit Resources Link

Form provided by DPS Crime Records Division Audit & Training Unit for agency use.
Revised 8/02/2024