

NEW ORLEANS POLICE DEPARTMENT
RECORDS AND IDENTIFICATION DIVISION
715 SOUTH BROAD STREET
NEW ORLEANS, LOUISIANA 70119

**REQUEST FOR CRIMINAL
HISTORY BACKGROUND
CHECK INFORMATION**

Make Check or Money Order in the amount of \$5.00 payable to the City of New Orleans
Mail to: NEW ORLEANS POLICE DEPARTMENT
RECORDS AND IDENTIFICATION DIVISION
715 SOUTH BROAD STREET #201
NEW ORLEANS, LOUISIANA 70119

"FORM MUST BE COMPLETED ERROR FREE"

"APPLICANT MUST INCLUDE A COPY OF DRIVER'S LICENSE OR STATE IDENTIFICATION CARD"

The applicant listed below has applied to this company for consideration of a service provided by this company. As part of our policy, we are requesting a check of your arrest records to determine if the applicant has ever been convicted of any state or municipal violation within your jurisdiction. The applicant has been made aware of our policy, and by his signature, is personally agreeable to release the requested information. All information will be held in strict confidence between the company and the applicant. A self-addressed, stamped envelope is enclosed for return mailing.

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

As the applicant, I have been made aware of the above mentioned policy and I agree to the release of my Criminal History information to this company.

Print Name _____

Applicant's Signature _____

Date: _____

APPLICANT INFORMATION (PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

NAME: _____ MAIDENNAME: _____ RACE: _____ SEX: _____
(First, Middle (if applicable), and Last (Please give all names if married more than once))

ADDRESS: _____ DATE OF BIRTH: _____
(Please include city and state)

STATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____ Applicant's Signature _____ Date: _____

By this signature, I authorize the release of my arrest/conviction record and waive such legal rights that may arise out of the release, and I do release all persons from liability in connection with the release of this information. Policy permits the release of only those charges that have resulted in a conviction. The results of this criminal background check were compiled "ONLY" from information obtained from arrest records within the City of New Orleans jurisdiction.

DATE _____ OFFENSE _____ DISPOSITION _____

****IMPORTANT: The Department of Police cannot make an accurate identification based upon name and date of birth. Any information contained on any name check is subject to verification between the requesting party and the applicant. The New Orleans Police Department assumes no responsibility for any action resulting from the information furnished.

Note: If the imprint of the SEAL is not affixed to this form through the name of the Records Room Clerk, this form is not valid.

Page Two Attached _____

Date Received: _____

RECORD ROOM CLERK _____

Revised: 07/07/2017