



# Appling County School District

"Appling County Schools will be a system of excellence for all learners"

249 Blackshear Hwy  
Baxley, GA 31513  
(912) 367-8600

## COMPLETED FORM MUST BE RETURNED TO HUMAN RESOURCES

### RELEASE AUTHORIZATION -

#### Consent to Criminal History Record Inquiry, Child Abuse Registry & Verification Of Prior Employment

I hereby authorize the Appling County School District or the Appling County School Human Resources Department to receive any criminal, child abuse/neglect, or driver's history information pertaining to me, which may be in the files of any local, state, or federal agency. In addition, as an applicant I hereby authorize the Appling County School District to verify my prior employment.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; internal investigations and disciplinary records; and employment and pre-employment records. I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, whole or in part, will be considered in determining the suitability for employment by the Appling County School District or to serve in a temporary labor or volunteer capacity on the ACS campus.

A photocopy or facsimile of this release authorization will be as valid as the original, even though the photocopy does not contain my original signature.

I hereby release any and all individuals, organizations, previous employers, reporting agencies, and others stated above, from any liability or damage, which may result from providing the requested information.

I also agree that I will notify Appling County School District immediately should I be arrested or charged with any criminal offense (excluding minor traffic violations), or reported in any case of child abuse or neglect with the Division of Family and Children Services after the completion of this criminal background check. **O.C.G.A §49-5-181, . O.C.G.A §20-2-211.1, . O.C.G.A §35-3-34.2**

#### **Background Checks for License/Employment**

##### **Purposes**

##### **O.C.G.A. § 20-2-211.1**

- ☐ Certificate Renewal (Current Certified Employee)
- ☐ New Hire Application
- ☐ Other- Current Employee
- ☐ Substitute- Kelly Educational Staffing
- ☐ Substitute Nurse
- ☐ Full Time or Substitute **BUS DRIVER**
- ☐ Contract Services Employee

#### **National Child Protection Act/Volunteers for Children**

##### **Act (NCPA/VCA)**

##### **O.C.G.A. § 35-3-34.2**

- ☐ Community/Lay Coach Volunteer **O.C.G.A. § 35-3-34.2**
- ☐ Mentor/Volunteer/ Chaperone **O.C.G.A. § 35-3-34.2**

<b>FIRST Name- As printed on photo ID</b>		
<b>MIDDLE Name- As printed on photo ID</b>		
<b>LAST Name- As printed on photo ID</b>		
<b>Other Names USED (Ex: Maiden Name)</b>		
<b>Social Security Number and Date of Birth</b>		<b>Date of Birth:</b>
<b>GENDER, RACE, ETHNICITY</b>		
<b>Contact Phone # (REQUIRED)</b>	(      )	
<b>Email Address (REQUIRED)</b>		
<b>Mailing Address (REQUIRED)</b>		

By signing the below, I also certify that the above information is true and correct. My signature also certifies that I have reviewed the attached Privacy Act Statement and Applicant's Privacy Rights.

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Date



## Applying County School District

*"Applying County Schools will be a system of excellence for all learners"*

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### **NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint /biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints /biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

### **PRIVACY ACT STATEMENT**

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety. include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



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Scarlett M. Copeland,  
Ed.D.  
Superintendent  
Scarlett.copeland@appling.k12.ga.us

249 Blackshear Highway  
Baxley, Georgia 31513  
Phone (912) 367-8600  
Fax (912) 367-1011

### FINGERPRINTING PROCESS

**THIS COMPLETED FORM MUST BE PROVIDED TO THE SHERIFF'S OFFICE**

- Contact Gail Dixon at the Appling County Sheriff's Office (912- 367-8120) to **make an appointment**. Advise the Sheriff's Office that you need to be fingerprinted for the Board of Education.  
\* **Appointments are available on Tuesdays and Wednesdays** of each week.
- Please arrive at the Sheriff's Office a few minutes early and report to the reception window. Please present this letter, signed by a BOE official, and advise the receptionist that you have an appointment to be fingerprinted for the Appling County Board of Education. You will be required to present your driver's license during this process. **At this time, a fee of \$50.00 must be paid in the form of cash or a money order.**
- Please leave any unnecessary items locked in your car. Do not bring any weapons, or anything that can be used as a weapon into the jail. Please be mindful that this is a secure confinement facility and you are subject to all of the appropriate rules and regulations that apply.
- Upon being escorted to the ID Room where the LiveScan equipment is located, Sheriff's Office personnel will explain to you how the LiveScan system works. The process takes just a few minutes. Once your fingerprints are scanned, their images and your personal information are transmitted electronically to the GBI and FBI. Sheriff's Office officials will then escort you back to the entrance of the building. In the rare instance that your fingerprints are not obtainable through the LiveScan process, you will have to be fingerprinted a 2<sup>nd</sup> time (at no cost to you).
- At this time, your portion of the process is complete. Results are collected by BOE officials on a weekly basis.

#### Background Checks for License/Employment Purposes

**O.C.G.A. § 20-2-211.1**

**GCIC ORI #: GA930440Z**

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- ☐ New Hire Application
- ☐ Other- Current Employee
- ☐ Substitute- Kelly Educational Staffing
- ☐ Substitute Nurse
- ☐ Full Time or Substitute BUS DRIVER
- ☐ Contract Services Employee (Special Education Prog)

#### National Child Protection Act/Volunteers for Children Act (NCPA/VCA)

**O.C.G.A. § 35-3-34.2**

**GCIC ORI #: GA930440Z**

- ☐ Community/Lay Coach Volunteer **O.C.G.A. § 35-3-34.2**
- ☐ Mentor/Volunteer/ Chaperone **O.C.G.A. § 35-3-34.2**

**Legal Name- As printed on photo ID**

**Contact Phone #**

(     )

**Mailing Address (REQUIRED)**

I certify that this letter was provided to me by the Personnel Department of the Appling County Board of Education.

Applicant (or Employee) Signature

*Denise Rentz, Human Resources Director*

Date

Date

Appling County BOE Official

Sheriff's Department Official Signature

Date