

Section 1: Completed by AD

1. Name of AD, qualified entity and mailing address: (Type or print clearly)	2. AD phone:
	3. SI start date: <input type="checkbox"/> Recheck—same QE, same position; required by program rules
	4. SI job title:
5. Contact with: <input type="checkbox"/> Children <input type="checkbox"/> Adults <input type="checkbox"/> Seniors	Description of duties:
6. Do the duties include driving? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. DHS program area (check all that apply): <input type="checkbox"/> Developmental disability <input type="checkbox"/> Senior AAA <input type="checkbox"/> Child Welfare <input type="checkbox"/> Senior branches <input type="checkbox"/> Mental health <input type="checkbox"/> Senior facilities <i>For private licensed agency or Adam Walsh, use DHS 301CP.</i> <input type="checkbox"/> Vocational rehabilitation <input type="checkbox"/> Lifespan respite	Contact with: <input type="checkbox"/> residential facility residents <input type="checkbox"/> adult foster home residents <input type="checkbox"/> recipients of home health or in-home care agency services
	Worksite and address:

Section 2: Completed by AD/CP — Preliminary review

8. Name of subject individual (last, first, middle):	DOB (mm/dd/yy):	Social Security number or INS number (voluntary):
9. ID(s) checked:	QE staff signature:	Date:
10. Fingerprints required? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, check all reasons below that apply and send fingerprints with DHS 301) <input type="checkbox"/> Residency <input type="checkbox"/> Identity <input type="checkbox"/> Disclosed out-of-state driver license <input type="checkbox"/> Disclosed out-of-state history <input type="checkbox"/> Adam Walsh		

Complete 11 or 12	11. <input type="checkbox"/> No potentially disqualifying history disclosed AD/CP signature: _____	Hired on a preliminary basis: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
	12. <input type="checkbox"/> Potentially disqualifying history disclosed AD signature: _____	Hired on a preliminary basis (by AD only): <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____

Section 3: Background check information

13. <input type="checkbox"/> No potentially disqualifying criminal history <input type="checkbox"/> Potentially disqualifying criminal history <input type="checkbox"/> Disposition (arrest/charge outcome) unknown; consult SI	<input type="checkbox"/> No APS/CPS (CW, PLA, AW only) <input type="checkbox"/> APS/CPS exists (CW, PLA, AW only)	LEDS: _____	Reviewer: _____
		Date: _____	Date: _____

Section 4: Final fitness determination

14. <input type="checkbox"/> Approved <input type="checkbox"/> Approved with restrictions: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Case closed: _____
Signature: _____ Date: _____

Link to instructions: **Note to AD or CP: see instructions. FAX or mail page 1-2; do not do both.**

Section 5: Completed by subject individual

15. Name of subject Individual (last, first, middle):	16. Date of birth:	17. Sex: <input type="checkbox"/> M <input type="checkbox"/> F	18. Social Security or INS number (voluntary):
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19. Maiden name, other names used:	20. Driver's license or ID card: Number: _____ State: _____
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21. Mailing address: Street: _____ Apt: _____ City: _____ State: _____ ZIP: _____	22. Home or message phone: 23. During the past 5 years, have you been outside Oregon 60 days or more in a row? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list where and when in the space below: City/state/country: _____ From (month/yr): _____ Until (month/yr): _____
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24. Street address (if different than mailing address): Street: _____ Apt: _____ City: _____ State: _____ ZIP: _____	_____	_____	_____
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25. Have you ever been charged, arrested and/or convicted of a crime? No Yes
If you answered yes, list **all charges, arrests and/or convictions (adult and juvenile) and the outcome regardless of how long ago.** Attach additional pages if needed.

Date (or estimate):	Charge, arrest or conviction:	County:	State:	Outcome:
1.				
2.				
3.				
4.				
5.				

26. Provide information regarding all arrests charges, and convictions. (See "questions to answer" in instructions; add pages as needed.)

I have read and understand the instructions for completing this form. I understand that a criminal records check will be completed on me; I understand that if I am applying for a private licensed agency, Child Welfare or Adam Walsh position, an abuse check will be completed on me. My signature authorizes the Department of Human Services (DHS) to request and receive any police or investigation reports needed to complete this background check. The information may be shared with the person listed in box 1. I certify the information I have provided is correct and complete. I understand that if I provide false or incomplete information, my application may be closed or I may be denied the position. I understand the check may be repeated during the time I hold this position.

27. Signature:	28. Date:
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Background Check Request Instructions for Subject Individual

301 AD

Read all the instructions before completing the form.

You, the subject of the criminal records check, are the subject individual (SI). The authorized designee (AD) or contact person (CP) has received training from the Department of Human Services (DHS) for criminal records checks. The qualified entity (QE) may be your employer or local branch.

Section 1 through section 4: These sections will be completed by the QE or DHS.

Section 5: You, the subject individual, must complete section 5. Provide all requested information.

Listing your social security number (SSN) is optional. If you do not provide your SSN, fingerprints may be required. If you do not have an SSN but do have an INS number, write in your INS number. The department requests the SSN or INS number solely for the purpose of positively identifying you during the criminal records check process.

Disclose all criminal history: You must accurately and completely disclose **all** history requested, regardless of how long ago it happened (*adult and juvenile criminal history*). This includes **all** felonies, misdemeanors, probation violations and failures to appear. If you fail to list any part of your history, your application may be closed. Serious traffic offenses such as Reckless Driving, Driving Under the Influence of Intoxicants (DUI) and Driving While Suspended (DWS) **must** be listed. Failure to Appear, even for a minor traffic violation **must** be listed. If you are not sure if something should be listed, you should list it. For each charge, arrest or conviction, include the date, location and the outcome.

If you have proof that an expunction judgment or set aside order has been issued by a judge regarding one or more arrest, charge, conviction, or adjudication, then you do not have to list it or you may attach copies of the judgment, or order. If you do not have proof of the arrest, charge, conviction or adjudication has been expunged, or set aside, list it.

Violations. Minor traffic, moving and non-moving violations are **not** required to be listed.

Questions to answer: If you have criminal history (or abuse history, if required to disclose), the department will weigh several factors to decide if you are fit for the position for which you are applying. Respond to the following. Attach documentation to support your responses.

- What happened leading up to the arrest, charge, conviction or other history?
- List any requirements resulting from each arrest, charge or conviction or abuse finding.
- Describe any treatment, education and training **specifically related to your history**.
- How is your history relevant to your position?
- Explain how you no longer pose a risk to the physical, emotional or financial well-being of vulnerable people.
- How has your life changed since your history?
- Any other information if you believe would be helpful in making a decision on this application.

After completing Section 5, return the form to the person listed in section 1, box 1.

Possible outcomes	<p>Approved: An approved fitness determination does not guarantee employment.</p> <p>Approved with Restrictions: Based on the background check, you may be approved to work restricted to a client, specific work site or set of duties. This decision may be appealed.</p> <p>Denial: Based on the background check, you may be denied. If denied, you may not hold the position and must be terminated immediately. This decision may be appealed, but you may not hold the position during the appeal.</p> <p>Case Closed: If you do not provide a complete and accurate disclosure of your criminal history or you do not cooperate with this background check process, your application may be closed without a fitness determination. There are no appeal rights, but you may be able to reapply immediately. If closed, the department will provide you further information.</p>
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Authority: The Department of Human Services (DHS) is authorized by state law, to complete criminal records and other background checks on SIs who work, volunteer, or live with individuals who are vulnerable to abuse or mistreatment (ORS 181.534 and 181.537; OAR 407-007-0200 to 407-007-0370). Vulnerable individuals include children, senior citizens and individuals with physical disabilities, developmental disabilities or mental illness. A check may be required even if you, the subject individual, do not have direct contact with vulnerable individuals.

Sources checked: The department may check information from the driver and Motor Vehicle Services Division; Department of Corrections; Oregon State Police; Federal Bureau of Investigation and local, state and federal courts. DHS may use information from other criminal justice, corrections and law-enforcement agencies and other state and local government agencies. The department may request your fingerprints for a national criminal records check. The department or local authorized designee (AD) may check current and previous employers.

Challenging criminal information: If you want to obtain a copy of your record or challenge information in the record, you must contact the Oregon State Police, 503-378-3070, extension 330 (*OR criminal history*) or the Federal Bureau of Investigation for information, 304-625-3878 (*for national criminal history*). You may request a copy of the national FBI report from the department. Depending on your previous contacts with law enforcement and courts, you may need to contact several sources to find all of your complete criminal records.

Rechecks: This background check process may be repeated at any time while you work, reside or otherwise continue in this position.

Note for SIs in private licensed agency (PLA), Child Welfare (CW) or Adam Walsh (AW) positions: In addition to the criminal records check the Department shall conduct an abuse check on you. Child protective services reports that show behavior or conduct by you that would pose a risk to or jeopardize the safety of vulnerable individuals is potentially disqualifying. Contact the local Child Welfare office or the department's office of Investigations and Training regarding abuse checks.

If you have questions or need this form in large print or in a different format, contact your qualified entity (QE) listed in section 1, box 1.

Keep these instructions for your records.