DEPARTMENT OF CONSERVATION & RECREATION
DIVISION OF STATE PARKS
Background Check Authorization Form

Important Information – Please Read

All applicants for positions recommended for hire by, or related service with, the Department of Conservation and Recreation, Division of State Parks (employment, as a volunteer, for community service credit, or in any other capacity), must submit to a background check as part of the hiring process. A previous conviction or traffic violation (if applicable) *does not* automatically disqualify an applicant from a job or position. An existing court matter, conviction, or violation will be judged on its own merits with respect to time, circumstances, seriousness, and the extent to which it is related to the position. You may be required to provide court, probation or parole, or other related documentation. ***Completion of this form and submission of follow-up information is mandatory. If the authorization form is incomplete, follow-up information not provided, or the form is unsigned, the hiring process can be delayed, or you may be disqualified.***

Applicant Information

Last Name:	**First Name:**	**Middle Name** *(Legal)*:	**Maiden/Other Names:**
Date of Birth *(mm/dd/yyyy)*:	**Race:**	**Gender:** ☐ Male ☐ Female	**Last Four (4) Digits of SSN:**
Current Physical Address *(Street/Apt.#)*		**City, State, Zip:**	
Email Address:		**ID#:**	
Cell Phone:	**Other Phone:**	**Type of ID** *(DL, State ID, School, etc.)*:	
Position: ** *Community Service Requires Charge Documentation*		**State Park/Location:**	

Certification & Affidavit of Release

By signing this form, I certify that all information contained on the form is true and correct to the best of my knowledge and no pertinent information has been omitted. I understand that any misrepresentation, falsification, or omission of information may be cause for denial and may result in criminal charges. I further give consent and authorize the Virginia Department of Conservation and Recreation, Division of State Parks, to conduct a background check. I understand that a background check will include a review of criminal history reports, vehicle driving records, and where appropriate other records or information related to my suitability.

Signature of Applicant: _____ **Date:** _____ *(mm/dd/yyyy)*

Signature of Legal Guardian: _____ **Date:** _____ *(mm/dd/yyyy)*

(If applicant is under 18)

For DCR Use Only: Based on a background check conducted in accordance with DCR Policy #303, a review of records resulted in the following final suitability determination: ☐ Suitability Issue ☐ Suitability by Policy (Check Criteria)

CRIMINAL HISTORY & DRIVING RECORDS REVIEW	OFFICE OF THE CHIEF (PS&LE) REVIEW
☐ No Records Found ☐ Records Found (Office of the Chief – PS&LE Required)	☐ Suitable by Policy ☐ Suitability Issue
Certified VCIN Operator _____ Date _____	Office of the Chief _____ Date _____
DCR HR DIRECTOR REVIEW Employee Suitability Issues Only	**CRITERIA** (Position is contingent upon the following):
☐ Suitable by Policy ☐ Suitability Issue	
Human Resources Director _____ Date _____	