

New Procedure for Criminal Background Checks:

The Board of Regents of the University System of Georgia recently instituted new regulations that no longer allow Criminal Background Checks to be completed by our Campus Security personnel. During the summer, we searched several private providers, but in each case, were concerned about the prices for the service (generally around \$50).

We have talked with the staff of the Valdosta Police Department, and they have provided the best option for the required criminal background check that is to be completed in our 2999 courses and the EDUC courses. They will conduct the procedure for no more than \$10.

The process is as follows:

Complete the attached request.

Take the request to the police station at 500 North Toombs Street, which is within walking distance of campus.

They will notify you in 5-6 days, when the check is completed.

You will need to take a picture ID with you to pick up the document.

Take the document to Ms. Sheree Hudson in the Advising Center Office (top of the stairs of the Education Building); she will enter your verification into the Banner System.

Please, Keep the Copy of Your Criminal Background Check.

At the time when you enter student teaching, you will be required to secure an updated criminal background check. The results of this check will be provided to a designated administrator at the school to which you will be assigned.



CHILD CARE CRIMINAL HISTORY PURPOSE CODE W PROSPECTIVE EMPLOYEE'S AWARENESS STATEMENT

I, _____, authorize the Valdosta Police Department to release any criminal history record the State of Georgia or the Valdosta Police Department might have to the _____ and it's duly authorized agent

I here by agree that the Valdosta Police Department, the Georgia Crime Information Center, the employees of either agency, or the employees of any other agency of the state shall not be responsible for the accuracy of the information given or have any liability for defamation, invasion of privacy, negligence or any other claim in connection with any dissemination of information pursuant to this records check.

Name: Last First Middle Social Security #

Address City State Zip Code

Date of Birth Place of Birth Sex Race Hgt Wgt Eyes Hair

Signature of Prospective Employee Date

The prospective employee must be made aware of any adverse employment decisions made as a result of the criminal history and that the individual may contact the Valdosta Police Department should they wish to contest any part of the criminal history. **Must be legible for operator to process this form.**

Child Care, Schools, YMCA, Boys Club, Parks & Recreation, Nursing homes that deal with physically ill children

