

Record Check Evaluation

Directions: When a background check revealed a criminal conviction (including a deferred judgement), founded child or dependent adult abuse, or a combination thereof, complete this form in black ink or typed. The person being evaluated must complete Part D for **each** transgression. *In order to complete the evaluation, all evaluation materials, including form* 470-2310, SING, and Rap Sheet and any supporting documents be sent in together. Please ensure that form 470-2310, SING and RAP sheet are dated within last 30 days. All Fingerprint/FBI results shall be sent via mail. Evaluation materials may be submitted via email to recordcheckevals@dhs.state.ia.us, or fax to (515) 564-4034 or mail to lowa Department of Human Services, Record Check Evaluations, P.O. Box 4826, Des Moines, IA 50305-4826.

Record check evaluation processing date can be found at: https://dhs.iowa.gov/record-check-evaluations/processing-date

A. Agency/Provider/Person Requesting Evaluation									
Entity Requesting Evaluation				Requestor's Name					
Street		City				S	tate	Zip Code	
Phone	Fax	Fax			Red	Requestor's email address			
B. Person Being Evaluated									
Last Name, First Name, Middle Initial		Maiden/Previous N			imes Ro		Role/Position Applying For		
I realize that the information I provide in Section D. may be verified with local law enforcement agencies, the district court, lowa Department of Human Services, or other persons having knowledge of the incident.									
Signature of Person Being Evaluated	D	ate	Phor	ne			Email		
Street Address		City				Sta	te	Zip Code	
C. Firelization Determination (Notice of Decision								HOE ONLY	
C. Evaluation Determination/Notice of Decision						FOR DHS USE ONLY			

Explain, in detail, each crime or abuse (completed by applicant). Explain your actions and include dates, location, others involved, and relationship of the victim to you for each abuse or criminal history (additional pages may be used/attached). What changes have you made to make you safe to work around or care for others? Explain your accomplishments; work history; caretaker history; counseling, therapy, parenting classes; etc. (additional pages may be used/attached). Supporting documents such as substance abuse/mental health treatment certificates/sumaries, professional reference letters from previous/current employers or probation officers, certificates from parenting or BEP, etc. should be included when sending in the request for evaluation. Have you previously had a record check evaluation completed? Yes No If yes, please name the agency, position applied for, and if you received the job/position.	D.
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