



Indianapolis Public Schools

The John Morton-Finney Center for Educational Services
120 East Walnut Street
Indianapolis, IN 46204
TEL: 317-226-4150

Equal Opportunity Employer

REQUEST FOR CRIMINAL HISTORY INFORMATION – **VOLUNTEER PARTICIPANTS**
Marion County Residents Only

Please sign the authorization below and present this form along with your personal identification, to the address below for criminal background information.

**Citizen’s Service Desk
Indianapolis Police Department
City-County Building, Room E-100
50 North Alabama Street
Indianapolis, IN 46204**

You will need to wait while IPD personnel make certain that your prints are clear and legible before you leave. You will NOT be able to obtain your own records. The Indianapolis Public Schools Police Department personnel will pick up your records and deliver them to:

**Indianapolis Public Schools
Human Resources Division
Applicant Center, Room 118
120 East Walnut Street
Indianapolis, IN 46204**

This procedure is required of all applicants.

RELEASE AUTHORIZATION

I have applied to provide VOLUNTEER services for the **Indianapolis Public Schools**. I hereby request that the **Indianapolis Public Schools** be officially informed of any records on file pertaining to me.

I hereby authorize the release of any information that the Indianapolis Police Department may have on file pertaining to me. I further hereby release the Indianapolis Police Department (or duly-appointed representative) from any and all liability for any injury or damage that may result from their furnishing information to the **Indianapolis Public Schools** concerning me.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ BIRTHDATE: _____

SOCIAL SECURITY NUMBER: _____