

Request for Federal Criminal History Record Information (CHRI)

To Be Completed by the School Administrator:

Requesting School: _____

Requesting Administrator: _____

Date of Request: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Federal CHRI Registration Number: _____

To Be Completed by the Director of Teacher Personnel:

Summary Information

Date Cogent System Accessed: _____

Status of Federal CHRI:

_____ Processed _____ Rejected Reason: _____

_____ No Criminal History

_____ Criminal History Reported

The official copy of this applicant's Federal Criminal History Record Information is on file at the Catholic Schools Office, Diocese of Erie located at 429 East Grandview, Erie PA 16504. Questions can be directed to the Director of Teacher Personnel 814-824-1248.

Once the school has received the official copy of the applicant's Federal Criminal History Record Information, place it in the personnel file and shred this Request Form.