

Request for Federal Criminal History Record Information (CHRI)

Email completed request form to: kr Robinson@eriercd.org

To be completed by the School Administrator:

Requesting School: _____

Requesting Administrator: _____

Date of Request: _____

The Applicant: _____
Last Name First Name Middle Name

Address: _____
Street Address Apartment

_____ City State Zip Code

Applicant's Federal CHRI Registration Number: UZSV _____

Position to be filled by applicant: _____

To be completed by the Director of School Personnel:

Date PA SafeCheck System Accessed: _____ by Kathy Robinson Mrs. Laura Blake

Status of Federal CHRI:

_____ Processed Reason:

_____ No Criminal History

_____ Record Exists

_____ Employment Denied

FBI Clearance to be renewed by: _____

Completed CHRI request forms should be emailed to the Catholic Schools Office as indicated above. This same document will be returned to the school after the applicant's formal request has been downloaded from the FBI. This form shall be permanently retained in the applicant file.

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 Mrs. Laura Blake, Assistant Superintendent of Catholic Schools at 814-824-1247.