

Georgia CH Instructions

Georgia Bureau of Investigation
Georgia Crime Information Center

Consent Form

I hereby authorize ADP Screening and Selection Services, Inc. Ft. Collins, CO to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (print) _____

Address _____ City _____ State _____ Zip Code _____

Sex _____ Race _____ Date of Birth _____ Social Security Number _____

Signature _____

Date _____

Special employment provisions (check if applicable):

- Employment with mentally disabled (Purpose code 'M')
- Employment with elder care (Purpose code 'N')
- Employment with children (Purpose code 'W')
- Employment with criminal justice agency – civilian (Purpose code 'J')
- Employment with criminal justice agency – P.O.S.T. certified (Purpose code 'Z')

One of the following must be checked:

- This authorization is valid for 90 / 180 / _____ (circle one) days from date of signature.
- I, _____ give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this company.

REMINDER:
All information listed on the release **must match** the information provided for the order **exactly**

Applicant completes all areas in **YELLOW**
Please be sure that the applicant completes these sections in their entirety.

This section determines how long the release is valid for. This release is currently marked for 90 days, however, it can be changed to 180 days (circle 180) or to an indefinite timeframe (check and sign the second bullet).



- Is the release signed and dated by the applicant? Is the signature date the current date?
- Does the bottom of the release have at least one option marked?
- Is this release completed in black ink? Other color inks may cause legibility issues that could lead to release rejections or delays.

Email/Fax/Uploaded Submissions Accepted
Electronic Signatures Accepted
-Blank Release Form on Page 2-

This is a sample only and is not to be completed or submitted to ADP.
Any sample documents that are completed and submitted will be rejected.

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