STATE OF IOWA
NON-LAW ENFORCEMENT RECORD CHECK REQUEST
FORM A

TO: Iowa Division of Criminal Investigation
Bureau of Identification
Wallace State Office Building
Des Moines, IA 50319
(515) 281-5138
(515) 242-6876 (fax)

FROM: Jason Varney, Office Assistant
Kirkwood Community College
6301 Kirkwood Blvd. S.W.
P.O. Box 2068
Cedar Rapids, IA 52406

Phone: (319) 398-4989
Fax: (319) 398-1293

I am requesting an IOWA CRIMINAL HISTORY check on:

(Type or Print Legibly)

REQUEST

Last Name
First Name
Middle Name

(mandatory)
(mandatory)
(recommended)

Date of Birth
Sex
Social Security Number

(mandatory)
(mandatory)
(recommended)

Signature of Requester

There is a separate Form “A” required for each last name submitted

(DCI Use Only)

RESULTS

As of ____________________, a Name and date of birth check revealed:

CCH record attached
No CCH record found

DCI initials __________

W AIVER

I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation. Any information maintained by the DCI may be released as allowed by law.

_________________________________________  _________________________
Signature Date

Form No. 595-1489 (4/99)
WAIVER:

Iowa law does not require a waiver. However, without a waiver any arrest over 18 months old, without a disposition, cannot be given to a non-law enforcement agency. Attached waivers are not accepted.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be given out to non-law enforcement agencies without a signed waiver.

General Information:

The information requested is based on name and exact date of birth only. Without fingerprints, a positive identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal working hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history check is of the Iowa Central Repository only. No other state or federal agency records can be searched under current law.

In Iowa, a deferred judgment is not considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A deferred sentence is a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515)281-5138 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

If the “No CCH record found” box is checked, it could also mean that information in the file is not releasable per Iowa law without a waiver.

REMEMBER - (1) Send in a separate form for each surname, (2) $13 for each surname, $15 fax (accounts only) or $5 volunteer, (3) Attach a billing form with request(s) and (4) submit a self-addressed envelope. Iowa law requires employers to pay the fee for potential employees’ record checks.