



Record Check Waiver

Center/Preschool Name	Date
Center/Preschool Mailing Address	
Center/Preschool Location Address	
Center/Preschool Contact Name	Center/Preschool Telephone Number

Part I

This waiver request is for:

- Student interns who have undergone a state of Iowa record check and fingerprint-based check of the FBI criminal record check database for the purpose of participating in the student intern program in the center or preschool by the student's educational institution.

Part II

Answer the following questions regarding the **state of Iowa and federal** record checks and submit supporting documentation from the relevant source for each item (educational institution).

Supporting information must be on educational institution letterhead; signed, dated, with contact information from the source included.

1. How was the state of Iowa record check conducted? What sources were used (i.e., DCI, Iowa Courts Online, SING)? How far back in time does the criminal check go?
2. Where was Iowa Sex Offender Registry information obtained? How far back in time does the Sex Offender Registry Check go?
3. What was the source used to complete the Iowa Child Abuse Registry check? How far back in time does the Child Abuse Registry check go?
4. How are fingerprints obtained? What is the process for submitting the fingerprints to the FBI?
5. When and how often are record checks completed?
6. Is there an evaluation process for "hits"? If so, who performs the evaluation? What is evaluated? Please outline the criteria used when doing an evaluation.

7. Is the center or preschool informed if there is a hit on a student's record check? If so, how?
8. Does the center require the student intern to sign a statement indicating whether or not the student intern has any convictions violating any law in any state or has any record of founded child abuse or dependent adult abuse in any state?

Part III

Decision: To be completed by the Department of Human Services. **This decision is not subject to appeal.**

Record check may be waived

Waiver conditions or other requirements (if applicable):

Record check may not be waived

Please provide a record check for the person listed above.

Reason record check is needed:

Sign	Date
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