

**State of Iowa**  
**NON-LAW ENFORCEMENT RECORD CHECK REQUEST**  
**FORM A**

ACCOUNT NUMBER            **DHS** \_\_\_\_\_

**TO: Iowa Division of Criminal  
Investigation  
Bureau of Identification, 1st Floor  
215 E 7th Street  
Des Moines, Iowa 50319  
(515) 281-4776  
(515) 725-6080 (fax)**

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Phone #** \_\_\_\_\_  
**Fax #** \_\_\_\_\_

I am requesting an **IOWA CRIMINAL HISTORY** check on:

(Type or Print Legibly)

**REQUEST**

\_\_\_\_\_  
**Last Name**  
(mandatory)

\_\_\_\_\_  
**First Name**  
(mandatory)

\_\_\_\_\_  
**Middle Name**  
(recommended)

\_\_\_\_\_  
**Date of Birth**  
(mandatory)

\_\_\_\_\_  
**Sex**  
(mandatory)

\_\_\_\_\_  
**Social Security Number**  
(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 \_\_\_\_\_

**WAIVER**

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**

## **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) 725-6066 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.

**REMINDER** – (1) Send in a separate form for each surname, (2) \$13 for each surname, \$15 fax 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.