

CRIMINAL RECORD CHECK REQUEST LOG

INSTRUCTIONS: Use this form to log all outgoing criminal record check REQUESTS. If your request is for secondary dissemination, complete the log as usual, except add an '**' in the DATE OF REQUEST column. This will include Title 16, Title 20, and NCPA requests. This log should be maintained along with record checks for at least 3 years.

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CRIMINAL HISTORY LOG FOR TITLE 16, CHAPTER 5, SUBCHAPTER 4						
CRIMINAL RECORD CHECK REQUEST LOG						
DATE OF REQUEST	DATE RETURNED	APPLICANT'S NAME	APPLICANT'S DOB	NAME OF REQUESTOR	TYPE OF REQUEST <small>(e.g. Title 16, Title 20, NCPA)</small>	RESULT
						<input type="checkbox"/> Record <input type="checkbox"/> No Record
						<input type="checkbox"/> Record <input type="checkbox"/> No Record
						<input type="checkbox"/> Record <input type="checkbox"/> No Record
						<input type="checkbox"/> Record <input type="checkbox"/> No Record
						<input type="checkbox"/> Record <input type="checkbox"/> No Record
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