Steps to initiate Criminal History Check for State of Georgia Purchasing Card (P-Card)

All full-time employees that apply for a P-Card at the College are required to undergo a Criminal History Check to determine if the prospective user has any misdemeanors or felonies related to financial wrongdoing, theft, or other act of dishonesty.

The following steps must be followed:

1. At the time of application, applicant must be a full-time employee. Applicant must complete the following forms:
   a. P-Card Agreement;
   b. Consent for Credit Check;
   c. Criminal History Check

2. Forward completed consent form to the P-Card Coordinator located on the Clarkston campus Logistical Services Office (marked confidential) for processing.

3. Results of completed Criminal History check is forwarded to the P-Card Coordinator via email.

4. If results of the Criminal History are "clear" and credit check is passed, the application will be processed and a card will be issued.

Incomplete or illegible forms will be returned to applicant. Criteria used to determine pass/fail is taken from OCGA § 50-5-83(12).
Consent Form

Criminal History Check
For State of Georgia Purchasing Card

As allowed by the Georgia General Assembly and pursuant to O.C.G.A 50-5-83(12), Georgia Perimeter College reserves the right to conduct a Criminal History Check of all prospective P-Card Users.

Understanding this, I hereby authorize Georgia Perimeter College to obtain and receive any criminal history records or information that may be in the files of any state or local criminal justice agency. It is understood that a conviction will not necessarily disqualify me from use of a p-card.

I hereby release any person(s) or organization, their employees, agents, and officials, from any and all liability for damages of whatever kind of nature on account of compliance or any attempts to comply, with this authority for release of information.

<table>
<thead>
<tr>
<th>Last Name (Print)</th>
<th>First</th>
<th>Middle</th>
<th>Maiden</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Apt. #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>SSN</th>
<th>Date of Birth</th>
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<tr>
<th>Place of Birth</th>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
</table>

| Driver's License Number: _____________________________ | State of Issuance: ________________________________ |

RACE: ☐ African-American ☐ Asian ☐ Caucasian ☐ Hispanic ☐ Multi-Racial ☐ Native American ☐ Other

GENDER: ☐ Male ☐ Female Height: _______ Weight: _______ Eye Color: __________ Hair Color: _________

PREVIOUS NAME(S) USED: ___________________________________________________________________________________

List All States of Residence Since Your 17th Birthday:

| _______________ | _____________ | _____________ | _____________ | _____________ |
|-----------------|---------------|---------------|---------------|

I hereby certify the facts set forth on this form are true and complete to the best of my knowledge. I understand that falsified information herein is considered sufficient cause for dismissal. With the purpose of this form being fully explained to me, I give my consent to conduct the investigation and release all person(s) from any and all liability with respect to said investigation.

Applicant Signature ________________________________ Date __________________________

It is requested that the Georgia Perimeter College Public Safety Department Conduct a Criminal History Check on:

| _________________________________________________________________________________ | for the privilege of use of the Purchasing Card. |
| P-Card Coordinator | Date | Office Phone # | E-mail Address |

04/2010
RESULTS FORM

Using the information provided by ________________________________ there is no history of financial criminal conviction.

Signed: ___________________________________________________ Date: __________________________________

Based on the information provided, the following is a list of criminal charges where the case adjudication is guilty, nolo contendere, or has an unresolved adjudication:

1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________
4. ____________________________________________________________
5. ____________________________________________________________
6. ____________________________________________________________
7. ____________________________________________________________

Signed: ___________________________________________________ Date: __________________________

The driver’s license is currently ____________________________________________________________

Signed: ___________________________________________________ Date: __________________________