



City of Toledo
PO Box 220
(541) 336-2247 x211
(541) 336-3512 FAX

CRIMINAL HISTORY INFORMATION REQUEST

City of Toledo Ordinance 1319 requires all applicants for employment and appointed volunteers with Toledo to authorize the City to conduct a criminal offender information check through the OSP CJIS system. This criminal history authorization form will be maintained by the City Manager's Office who will request that the Chief of Police conduct the check.

First Name **Middle Name** **Last Name**

Date of Birth/DL

Department/Position

AUTHORIZATION:

I hereby authorize the City of Toledo and their representative(s) to review my juvenile and adult criminal records as part of a background investigation being conducted prior to my possible employment/appointment with the City of Toledo. I also authorize the City of Toledo to copy and retain any materials listed above.

Prospective Employee/Volunteer Signature **Date:** _____

Department Director Signature **Date:** _____

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REQUEST:

In accordance with City of Toledo Ordinance 1319 I authorize the Chief of Police to perform a criminal history information check on the above-named individual.

City Manager Signature **Date:** _____

REPORT:

In accordance with City of Toledo Ordinance 1319 a criminal history information check has been performed on the above-named individual:

- No Criminal History Record
- Criminal History Record

Police Chief Signature **Date:** _____

ROUTE TO: _____
RETURN ORIGINAL AUTHORIZATION TO CITY MANAGER