

**Department of Emergency Services & Public Protection
Criminal Conviction Record Check Procedure**

The procedural steps for an individual criminal conviction record check are as follows:

1. Print full name and date of birth of each subject requested;
2. List any alias or maiden names and dates of births used by each subject;
3. Make checks or money order payable to: **Treasurer – State of CT**
4. Mail the completed form along with a check for \$50.00 to the following address:

DESPP-SPBI
1111 Country Club Road
Middletown, CT. 06457



STATE OF CONNECTICUT
 DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
 DIVISION OF STATE POLICE
 BUREAU OF IDENTIFICATION



STATE OF CONNECTICUT
CRIMINAL HISTORY RECORD REQUEST FORM
 (PLEASE TYPE OR PRINT CLEARLY)

Check Type of Background Search Requested:

- Conn. Only record by Name/Date of Birth search
- Conn. Only record by Fingerprint supported search

Name of Requester: Advanced Behavioral Health, Inc. **Date:** _____

Requesters Address: ATTN: DCF Credentialing Department, 213 Court St.,

City: Middletown **State:** CT **Zip:** 06457 **Phone Number:** (860) 638-5309

1. Print full name and date of birth, maiden or alias names for each subject requested.
2. If a fingerprinted background is required submit a Fingerprint card along with this form.
3. Enclose a \$50. dollar Check or Money Order payable to: " *Treasurer-State of CT* "
4. If you are requesting more than one name please submit one check for the total dollar amount of all subjects requested.
5. Mail Request with Check or Money Order to: **DESPP-SPBI**
 1111 Country Club Road
 Middletown, CT 06457-2389

 Subject's Last Name First (Middle) Date of Birth

List any alias or maiden names and dates of births used:

The result of this search is based on name and date of birth or fingerprint card submission and contains State of Connecticut criminal history record information ONLY. Please be advised that the information you are provided is only current as of the date the data is extracted from the computerized criminal history record system of the Department of Emergency Services and Public Protection (despp). DESPP and the state of connecticut are not responsible for any errors or omissions resulting from subsequent dissemination of this data. The subject and/or requester assumes all liability in the use of data obtained from this database.

*A COPY OR FACSIMILE OF THIS FORM CAN BE USED.

Phone: (860) 685-8480 Fax: (860) 685-8361
 1111 Country Club Road
 Middletown, CT 06457-2389

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