



Request for Criminal History Background Check

In order to be employed by a customer of Connections Case Mgmt and be paid through support service funds, you must have a current and valid Criminal History Check (CHC). All people who work with Connections Case Mgmt customers are required to **complete a CHC every 2 years**. Without a current CHC, you cannot provide services to Connections Case Mgmt customers and cannot be paid. It takes approximately 6 weeks to process your Criminal History Check and to assure that you have current credentials in the state payroll system known as eXPRS.

Name (Last, First, Middle): _____

(as listed per your government issued ID)

Email address: _____

You will receive an email at the address you list above with instructions on how to complete your CHC online. Please note, if fingerprints are required to make a final fitness determination, you will receive further instructions. This email address will be attached to your provider record with our agency. **Connections will utilize your email address in regards to the work you do with our clients and add you to our email notification on upcoming events and State updates.**

Please include a copy of current govt. issued ID