



CRIMINAL HISTORY RECORD CHECK AUTHORIZATION FORM
USE FOR APPLICANT PURPOSES
(PLEASE PRINT OR TYPE ALL INFORMATION IN BLACK INK)

LAST NAME FIRST NAME MI SUFFIX

ALIASES: MAIDEN / PREVIOUS LAST NAMES / LEGAL NAME CHANGES

DRIVER LICENSE # DRIVER LICENSE STATE SOCIAL SECURITY #

DATE OF BIRTH (mm/dd/yyyy) BIRTHPLACE CITIZENSHIP

EMAIL RACE HAIR COLOR

HOME/CELL NUMBER WORK NUMBER GENDER HEIGHT WEIGHT EYE COLOR

RESIDENTIAL ADDRESS LINE 1 RESIDENTIAL ADDRESS LINE 2

RESIDENTIAL CITY RESIDENTIAL STATE RESIDENTIAL ZIP

MAILING ADDRESS LINE 1 MAILING ADDRESS LINE 2

MAILING CITY MAILING STATE MAILING ZIP

AUTHORIZATION TO RELEASE INFORMATION:

As an applicant I authorize release of any and all information that you have concerning me, including CRIMINAL HISTORY RECORD INFORMATION and other information of a confidential or privilege nature. I hereby release you, your organization, the State of Delaware and others from any liability or damage, which may result from furnishing this information:

NOTIFICATION: If mandated by state statute, your fingerprints will be used to check the criminal history records of the FBI. You will be given the opportunity to complete or challenge the accuracy of the information contained in the FBI criminal history record by the official to whom you have authorized this information be disseminated.

SIGNATURE OF THE APPLICANT: DATE:

Use of criminal history record information is restricted by law and shall be limited to the purpose for which it was given. Misuse constitutes a criminal violation.

## STATE BUREAU OF IDENTIFICATION (SBI)

**SBI's Main Office- Kent County** (by appointment only) The office is located at 600 South Bay Road, Suite 1, Dover, DE 19901.

**Hours of operation are:**

- Monday, Tuesday, Thursday and Friday, 8:30 a.m. to 3:30 p.m.
- Wednesday, 8:30 a.m. to 11:00 a.m. and 12:30 p.m. to 3:30 p.m. (School Bus Walk-Ins)

To schedule an appointment call 302-739-2528.

**SBI's Northern Office- New Castle County** (by appointment only) The office is located at Delaware State Police Troop 2, on Route 40, in Bear, just west of the Fox Run Shopping Center, between routes 72 and 896.

**Hours of operation are:**

- Monday - Friday, 8:30 a.m. to 3:30 p.m.

To schedule an appointment call 302-739-2528.

**SBI's Southern Office- Sussex County** (by appointment only) The office is in the Thurman Adams State Service Center located at 546 S. Bedford Street, Room 202, Georgetown, DE.

**Hours of operation are:**

- Monday - Thursday, 8:30 a.m. - 3:30 p.m.

To schedule an appointment call 302-739-2528.

**CASH IS NOT ACCEPTED** at this location.

For updated information you can always visit our website at:

<https://dsp.delaware.gov/obtaining-a-certified-criminal-history>

**\*\*SBI requires a photo ID and the fee for this process is \$65.00\*\***

## SCHOOL BUS 'S' ENDORSEMENT REQUIREMENTS

Delaware law requires school bus operators to carry a passenger "P" and school bus "S" endorsement on their driver license.

***In order to receive the "S" endorsement, the applicant must meet the following requirements:***

1. Must be at least 18 years of age with 1 year of driving experience.
2. Must hold or qualify for a commercial driver license (CDL) with P (passenger) endorsement.
3. May not have more than 5 points on his/her 3-year driving record at the time of the application.
4. May not have had his/her license suspended, revoked or disqualified in this State or any other jurisdiction for moving violations in the last 5 years.
  - a. If you transferred your out of state license to Delaware within the last 5 years, you must provide a certified driving record from your previous state
5. The applicant may have never been convicted of any of the following crimes under the laws of this State or of any other jurisdiction:
  - a. Any crime constituting the manufacture, delivery or possession of a controlled substance or counterfeit controlled substance classified as such in Schedule I, II, III, IV or V of Chapter 47 of Title 16;
  - b. Any crime against a child;
  - c. A or B felony;
  - d. Any crime constituting a felony homicide, including, but not limited to, murder, manslaughter and vehicular homicide;
  - e. Any crime constituting a felony sexual offense;
  - f. Any crime constituting a felony offense against public administration involving bribery, improper influence or abuse of office; or
  - g. Any crime other than those listed above, constituting a felony for which the person has not been pardoned or for which less than 5 years have passed since the person fully discharged all imposed sentences. As used herein, the term "sentence" includes, but is not limited to, all period of modifications of a sentence, probation, parole or suspension and all forms of fines, restitution or community service.

***If all of the above qualifications are met, the applicant must:***

- o Upon receiving DMV's signed approval, appear in person at one of the State Bureau of Identification (SBI) locations listed in the attachment to submit the DMV-approved CHRCA form and apply for a criminal history background check. This check shall include a national criminal background check, in addition to a review of the applicants' Delaware-based criminal history, a fingerprinting of applicants who are subjected to a national criminal background check, and expressly authorizes the use of records of the Federal Bureau of Identification for screening the applicants.
    - Background checks are valid for a period of 6 months.
6. The applicant must provide proof (yellow card) he/she successfully completed a training course through the Department of Education (DOE). Contact DOE for instruction to become a school bus driver and details surrounding training.
7. The applicant must pass a skills/road exam in a school bus administered by the Division of Motor Vehicles.

***Additional responsibilities a current "S" holder must keep in mind:***

- A current "S" holder may not have more than 8 points on his/her 3 year driving record.
- Anytime a license with a school bus endorsement is suspended, revoked or disqualified for moving violations, or the driver exceeds 8 points for moving violations, the School Bus Endorsement shall become invalid, and the endorsement shall be removed from the license.