

**The College of William and Mary**

**Criminal History Request Form**

Office of Human Resources  
Thiemes House  
303 Richmond Road  
Williamsburg, VA 23187-8795

**PERSON NAMED IN RECORD (Print ONLY)**

LAST NAME	FIRST NAME	MIDDLE NAME
MAIDEN/ALIAS	SEX	RACE
DATE OF BIRTH	PLACE OF BIRTH - CITY/COUNTY	PLACE OF BIRTH - STATE/COUNTRY
SOCIAL SECURITY NUMBER		

**AFFIDAVIT FOR RELEASE OF INFORMATION**

I hereby give consent and authorize the College of William and Mary, Office of Human Resources to search the files of the Federal Bureau of Investigations for any criminal history record and report the results of such search to the agent or individual authorized in this document to receive same only if an offer of employment is pending.

\_\_\_\_\_  
Signature of Person Named in Record

**Certificate of Acknowledgement:**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

Notary Public: \_\_\_\_\_ Notary Registration Number: \_\_\_\_\_

**AGENCY, INDIVIDUAL AUTHORIZED AGENT MAKING REQUEST**

Mail Reply To:  
Lynn Riggs, Employment/Employee Relations Manager  
College of William and Mary  
Office of Human Resources  
P. O. Box 8795  
Williamsburg, VA 23187-8795

Position Number:

Title:

Department:

Index Number:

Organization Number:

Applicants are required to disclose all law violation convictions, including moving traffic violations, on the Commonwealth of Virginia Application Form for Employment. A conviction does not automatically disqualify you from all jobs. A conviction will be judged on its own merits with respect to time, circumstances, seriousness, and the extent to which it is related to the job for which you are applying. Convictions which are not disclosed may cause an applicant to be disqualified from consideration for employment for falsification of the application.