



PERSONAL INFORMATION AND FINGERPRINT RELEASE FORM

DESCRIPTION OF SUBJECT

NAME _____ SEX M _____ F _____

ADDRESS _____

DATE OF BIRTH _____ SS # _____
(Do not include your year of birth, only day and month.)

**CONSENT TO RELEASE OF PERSONAL INFORMATION,
TO CONDUCT BACKGROUND CHECKS, AND TO FINGERPRINT**

Having filed an application for employment or appointment with the Hamilton County Probate Court, I hereby consent to have the Probate Court's staff investigate my background as to my character, fitness and moral qualifications. I specifically authorize the Probate Court, without any limitations otherwise suggested as to the foregoing consent, to conduct an investigation into: (1) my educational background and employment history; (2) my criminal and traffic (driving) background (as contained in public records, non-public police records, or in any other record form, including without limitation, the CLEAR, LEADS, RCIC, NCIC and BMV data bases); (3) my military record; and, (4) my financial and/or credit history (through whatever credit sources the Probate Court may have access to), particularly as to the latter if I am required to handle cash transactions or make financial decisions. The foregoing consent and release includes the release of any case records that may have been sealed or expunged by court order and/or other information that would be considered to be confidential and non-public.

I hereby represent to the Probate Court that I have not been arrested for or charged with any misdemeanor and/or felony criminal offense in any U.S. jurisdiction, except the following: (if none, then so state)

Any person who is offered employment or appointment by the Probate Judge, must consent to being fingerprinted and to having his or her prints forwarded to BCI&I for criminal history checks. This fingerprinting procedure is a condition precedent to being hired or appointed by the Probate Judge. A job applicant or appointee will not be fingerprinted unless he or she is actually offered employment or appointment by the Probate Judge, but you must agree to fingerprinting in order to be hired or appointed into any position if the Probate Judge requires it. If a successful applicant or appointee is offered a position or appointment by the Probate Judge but declines, refuses or otherwise fails to provide fingerprints, then the job offer or appointment may be withdrawn. Fingerprinting will be administered by the Hamilton County Sheriff's office as arranged through the Probate Court's office.

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ THIS CONSENT AND
AGREED TO ITS TERMS COMPLETELY.**

SIGNATURE _____

DATE _____

Hamilton County Sheriff Office
Personal Information Release Form
Print Clearly

Name: _____

Address: _____

Date of Birth: _____

Soc. Sec. No.: _____

Sex: M _____ F _____ Race: _____

I, the undersigned authorize the Hamilton County Sheriff Office to release information regarding any Traffic or Criminal convictions that I have on file. If it is necessary to verify this Authorization, I can be contacted at telephone number _____ . This Authorization is void if not exercised by the person or organization named below within (1) one year from the date signed. I hereby agree to indemnify the County of Hamilton and the Hamilton County Sheriff and his representatives for any liability arising out of the improper use of the information provided.

Signature: _____ Date: _____

Certification of Purpose

I, the undersigned, certify that the information applied for will be used only for the purpose for which it is requested and agree that this information will immediately be destroyed after use or if retained, not released outside my agency.

Type of Record Check:

Criminal:

Traffic:

Criminal and Traffic: **Yes**

Information Requested By: **Hamilton County Probate Court**

Date: _____

Contact Person: **Scott Weikel**

Address: **230 E. 9th Street, 10th Floor**

Phone No: **513-946-3545**

FOR SHERIFF OFFICE USE ONLY:

Operator _____ Date: _____

Record: _____ No Record: _____

Remove this page and forward to Sheriff's Office