

LEIN Information

Please complete the information below. This information is required in order to complete the criminal history check only for non-Michigan Department of Corrections employees:

Print Name Last First Middle Social Security Number

Address _____ City _____

State _____ Zip Code _____ Date of birth _____

Driver's License No. _____ Race _____ Sex _____

I authorize the Department of Corrections to conduct a criminal history file check to determine the existence of any arrest resulting in conviction. I further authorize the Department to check my motor vehicle operator license record for the purpose of determining if I will be allowed to operate a motor vehicle while conducting Department business.

Signature

Date

Special Note: Public Act 140 of 1996 prohibits the Department of Corrections from hiring individuals who have been convicted of a felony. It is the Department of Corrections policy that an applicant shall not be hired if convicted of a misdemeanor pursuant to the Controlled Substances Act or a comparable statute or law in any jurisdiction. Further, we cannot hire an individual with any involvement in domestic violence for positions which require, or have potential for, access to weapons or ammunition. Finally, the Department will not consider an applicant convicted of any misdemeanor until one year after satisfactory completion of any sentence imposed, including probation.

Personnel Use Only

Reason for LEIN Check: _____	
Staff Requesting LEIN Check: _____	
LEIN Check Date: _____	# of Convictions: _____
LEIN Checked By: _____	