



**GEORGIA DEPARTMENT OF HUMAN SERVICES  
Human Resources Policy #504 A3**

**CRIMINAL HISTORY RECORD CHECKS**

TO: Georgia Crime Information Center  
ATTN: AFIS Applicants Section  
P.O. Box 370748  
Decatur, Georgia 30037-0748

FROM:

\_\_\_\_\_   
DHS Hiring Official Name

\_\_\_\_\_   
DHS Organization Number

\_\_\_\_\_   
Street Address

\_\_\_\_\_   
City, State, and Zip Code

SUBJECT: Criminal History Record Checks

Attached are two completed fingerprint cards (**ORI GA920290Z**) for each of the applicants and/or employees listed below. Please process these fingerprint cards for the Department of Human Services.

	<b>Name (Last, First, Middle)</b>	<b>Social Security Number</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Please contact \_\_\_\_\_ for further information.

Name and Phone Number