

## **Request for Criminal History Background Check**

In order to be employed by a client that receives case management services from Creative Supports Inc., you must have a current and valid Criminal History Check (CHC). All people who work with clients that receive case management services through Creative Supports are required to complete a CHC **every 2 years**. Without a current CHC, you cannot provide paid supports to Creative Support clients. It takes approximately 8 weeks to process your Criminal History Check and to assure that you have current credentials in the state payroll system known as eXPRS.

The following information is needed for Creative Supports to start the CHC process:

Name: \_\_\_\_\_  
(as listed on your government issued ID)

Social Security # (Note This is voluntary): \_\_\_\_\_

Date of birth (mm/dd/yyyy): \_\_\_\_\_

Residential address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Prior names and aliases: \_\_\_\_\_

Gender: \_\_\_\_\_

Phone: \_\_\_\_\_ Type of Phone (home, mobile, etc.): \_\_\_\_\_

2nd Phone: \_\_\_\_\_ Type of Phone (home, mobile, etc.): \_\_\_\_\_

Email (required): \_\_\_\_\_

Residential History outside Oregon, past five years: \_\_\_\_\_

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Employee Type: PSW

Position requires direct contact with: Adults confidential information

Finances/Financial records Information Technology Systems seniors

Position requires: Driving

You will receive an email at the address you list above with instruction how to complete your CHC online. Please note if fingerprints are required to make a final fitness determination, you will receive further instructions.

**A copy current government issued photo ID is required to be attached**