

## Request for Federal Criminal History Record Information (CHRI)

### To be completed by the School Administrator:

Requesting School: \_\_\_\_\_

Requesting Administrator: \_\_\_\_\_

Date of Request: \_\_\_\_\_

The Applicant: \_\_\_\_\_  
Last Name First Name Middle Name

Address: \_\_\_\_\_

\_\_\_\_\_ City State Zip Code

Applicant's Federal CHRI Registration Number: PAE \_\_\_\_\_

Birth Date : \_\_\_\_\_ (MMDDYYYY)

Last 4 digits of SS# \_\_\_\_\_

### To be completed by the Director of School Personnel:

Date Cogent System Accessed: \_\_\_\_\_ by Dr. Samuel Signorino

Status of Federal CHRI:

\_\_\_\_\_ Processed \_\_\_\_\_ Rejected Reason: \_\_\_\_\_

\_\_\_\_\_ No Criminal History

\_\_\_\_\_ Criminal History Reported: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The official copy of this applicant's Federal Criminal History Record Information is temporarily on file at the Catholic Schools Office, Diocese of Erie, located at 429 East Grandview, Erie, PA 16504. Questions can be directed to Dr. Samuel Signorino, Director of Catholic Schools/School Personnel at 814-824-1247. Once the school has received the official copy of the applicant's Federal Criminal History Record Information, place it in the applicant's personnel file and destroy this request form.