

**STATE OF IOWA  
DHS CRIMINAL HISTORY RECORD CHECK  
FORM B**

**TO: Iowa Division of Criminal Investigations  
Bureau of Identification, 1st Floor  
215 E 7th Street  
Des Moines, Iowa 50319**

**FROM:**

**PURPOSE:**     Child Day Care 237A.5, 237A.20       Adoption 600.8(1)(2)       Child Abuse 232.71  
 Foster Care/Group Foster Care 237.8       Institutions/Facility 218.13       Juvenile Homes 232.142

**REQUEST**

I am requesting an Iowa criminal history (CCH) check on:

Last Name	First Name	Middle Name
Maiden Name	Sex	Social Security Number
Date of Birth	Signature of Requester	

**RESULTS**

As of \_\_\_\_\_ (date) a name and date of birth check revealed:

CCH record attached                       No CCH record found

DCI Initials \_\_\_\_\_

**WAIVER**  
(see reverse side)

I hereby give permission for the above requesting official to conduct an Iowa criminal history check with the Division of Criminal Investigation. Any information maintained by the DCI may be released as allowed by law.

Signature	Date
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White: Submit to DCI or to County/Region Day Care

Yellow: Control Copy

**WAIVER:**

Iowa law does ***not*** require waiver. However, without a waiver any arrest over 18 months old ***without*** a disposition, cannot be given to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be given out to non-law enforcement agencies without a signed waiver.

**General Information:**

The information requested is based on ***name*** and ***exact date of birth only***. Without fingerprints a ***positive*** identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal working hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history check is of the Iowa Central Repository only. No other state or federal agency records can be searched under current law.

In Iowa, a deferred judgment is not considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e., second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

If the "No CCH record found" box is checked, it could also mean that information in the file is not releasable per Iowa law without a waiver.

**Reminder:**

Each agency, other than day care, should submit a self-addressed envelope with their requests. This will expedite the process.

**FORM B IS FOR THE SPECIFIC PURPOSE SET OUT ON THE FRONT. COURT ORDERED HOME STUDY MUST SUBMIT FORM A WITH PAYMENT.**