

# BELDING AREA SCHOOLS

1975 Orchard Street  
Belding, MI 48809  
Phone (616) 794-4700  
Fax (616) 794-4730

*Mrs. Leslie Mount*  
*Superintendent*

Michigan Department of State Police  
Central Records Division  
Freedom of Information Unit  
7150 Harris Drive  
Lansing, MI 48913

Michigan Department of State  
Direct Record Access  
Bureau of Driver & Vehicle Records  
7064 Crouner Drive  
Lansing, MI 48918

As a prospective volunteer of Belding Area Schools, I understand that it is this school's policy to secure conviction criminal history (ICHAT) and driving record information (only if transporting students) as part of their screening process using the information provided below:

\_\_\_\_\_ Legal First Name                      M.I.                      Last Name

Student's Name \_\_\_\_\_

Student's School \_\_\_\_\_

Maiden Name/Names Previously Used \_\_\_\_\_

Birthdate \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

\_\_\_\_\_ ICHAT

\_\_\_\_\_ Driver's License check (If requesting permission to transport secondary students only)

## PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE TO VALIDATE IDENTIFICATION

*I understand that the above information is required by the Central Records Division of the Michigan State Police, Lansing, Michigan. I authorize Belding Area Schools to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search and/or driving record.*

\_\_\_\_\_ Signature of Prospective Volunteer

\_\_\_\_\_ Date

Employer Use Only:                      \*Submit driver's license checks to the Business Office

\*ICHAT check completed \_\_\_\_\_