



Human Resources  
**AUTHORIZATION FOR RELEASE OF CRIMINAL HISTORY  
 RECORDS TO EATON RESA**

**SECTION I – FORM INFORMATION**

Under the Michigan School Employment Act, applicants for employment are required to be fingerprinted prior to the start of their employment with any educational institution. If you have previously been fingerprinted, you may be eligible to transfer the results if you can answer “yes” to ALL of the following:

- You were previously fingerprinted for a school under the School Employment Act since 2006.
- Your fingerprint results are currently maintained at a school, ISD/RESA, company, or agency.
- You have worked for a K-12 School or ISD/RESA without a break in service since the date of fingerprinting.

If you answered “no” to any of the above, then you must be fingerprinted using the LiveScan form and process.

**SECTION II – APPLICANT INFORMATION**

|  |   |   |
|--|---|---|
| Full Name (First, Middle, Last)                            | Date of Birth   | Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female |
| Maiden or Former Name, If Applicable (First, Middle, Last) | Last 4 Digits of Social Security Number<br>XXX – XX – |   |
| Approximate Date of Fingerprinting (Month/Year)            | Transaction Control Number (TCN)                      |   |

**SECTION III – APPLICANT ACKNOWLEDGMENT/AUTHORIZATION**

NOTE: The undersigned is a candidate for employment with Eaton Regional Education Service Agency (Eaton RESA) and has indicated that a criminal records check was completed through the employment process at your school district. The candidate is requesting release of the information to Eaton RESA.

***I authorize \_\_\_\_\_ School District and its employees and agents to forward a copy of any criminal history/record information for the purpose of evaluating my qualifications as a candidate for employment with Eaton RESA.***

***I release \_\_\_\_\_ School District, its individual board members, employees and agents, past and present, from any and all claims and/or liability whatsoever for an damages or consequences which may result from the pre-employment investigation, including the criminal history/records check, related to my consideration for employment with Eaton RESA.***

***Please send a photocopy of any criminal history records or approve a submitted sharing request in the Criminal History Record Internet Subscription Service (CHRISS). Records should be sent to:***

**Eaton RESA  
 Attn: Human Resources  
 1790 East Packard Highway  
 Charlotte, MI 48813  
 Email: [eburcham@eatonresa.org](mailto:eburcham@eatonresa.org)  
 Fax: 866-579-5232**

SIGNATURE: Applicant \_\_\_\_\_ Date \_\_\_\_\_