

**Five Year Criminal Background Clearance Statement
Information for ChildPlus Database**

This form is to be used for the five-year update only

Submit form by uploading to the Head Start Data Team SharePoint HR Folder, Supporting Documents

TO BE COMPLETED BY EMPLOYER: Complete Criminal Background Check Clearance Statement

Section 1 – Complete when all criminal background check clearance has been received

Date Submitted to MARC Head Start: _____

Program Name: _____ Contact Person: _____

Employee Name: _____ Title: _____

**Criminal Background Check Clearance Statement
(Clearance dates received from Human Resources Department):**

FBI Fingerprint: _____ State Fingerprint: _____

Sex Offender Registry: _____

Child Abuse & Neglect Screening (submit copy of FCSR): _____

I verify that _____ (Program Name) has received updated criminal
background check clearance results for _____ (Name of staff member).

Signature of Human Resources or designee _____ Date _____