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TO: Criminal History Record Check (CHRC) Approval Renewal Applicants

FROM: Certification Office

Enclosed is a CHRC approval renewal application. Please complete all required sections on the application and submit the application and the appropriate fee*. **INCOMPLETE APPLICATION PACKAGES WILL BE RETURNED.**

1. **Complete the top of the application:** name, social security number, date-of-birth, and address.
2. Answer the three questions and sign the application.

“YES” QUESTIONS

If you answered yes to Question 1: for each conviction, attach a brief explanation stating when and what the conviction was. In all likelihood, if the conviction is more than three years older than the final discharge from the Criminal Justice system (end of all incarceration, completion of parole, completion of probation, community service, and payment of fines), attested court documents will not be requested. Exceptions to this time limit include convictions relating to harm to children. If further information is requested, you will need to provide attested copies of the Judgment and Commitment papers (including probation conditions). These documents may be obtained from the Clerk of Courts where you were convicted. You must include any conviction for which you were found guilty and paid a fine, served time in jail or on probation, paid restitution, lost a license, or performed public service. This would include OUI.

If you answered yes to Questions 2 and/or 3: attach an explanation for each situation.

If you answered ‘YES’ on a previous certification application and there have been no additional charges filed, submit a signed statement listing prior convictions and that there have been no new charges since the previous ‘YES’ was submitted.

***FEE:** The fee for the approval card renewal is \$15.00. This is a **non-refundable** fee. Please make check or money order payable to ‘Treasurer, State of Maine’. If you have **not** been continuously employed over the last five years in a Maine school system (generally substitute teaching and coaching are not considered continuous employment) you need to submit an additional \$24.00 criminal history record check renewal fee. Please submit **money order, bank check or credit card** for the \$24.00 (we do not accept personal/agency/business checks for this purpose) made payable to ‘Treasurer State of Maine’. You do not need to get fingerprinted again, we will just rerun the background check on prints we already have on file.

If you are paying for the approval card renewal and the criminal history record check renewal, you may submit a money order or credit card in the amount of \$39.00 to cover both costs.

Processing could take 4 to 6 weeks. Delays will occur if your application package is not complete or if we need to wait for the results of your criminal history record checks.

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