



CRIMINAL HISTORY RECORD CHECK AUTHORIZATION FORM
USE FOR APPLICANT PURPOSES
(PLEASE PRINT OR TYPE ALL INFORMATION IN BLACK INK)

LAST NAME FIRST NAME MI SUFFIX

ALIASES: MAIDEN / PREVIOUS LAST NAMES / LEGAL NAME CHANGES

DRIVER LICENSE (DL) # DL ISSUING STATE: DATE OF BIRTH: / /

SOCIAL SECURITY # - -

SEX RACE HEIGHT WEIGHT EYES HAIR

PLACE OF BIRTH (STATE/COUNTRY) CITIZENSHIP (COUNTRY)

CURRENT DELAWARE ADDRESS:

CITY/STATE: ZIP:

TELEPHONE NUMBER: Home/Cell: () Work: ()

CHECK THE BOX FOR THE ENDORSEMENT YOU ARE APPLYING FOR:

SCHOOL BUS "S" ENDORSEMENT TAXI/LIMOUSINE "Z" ENDORSEMENT

OFFICIAL USE ONLY

Printed Name of DMV Employee

Signature of DMV Employee

Approval Date

AUTHORIZATION TO RELEASE INFORMATION:

As an applicant I authorize release of any and all information that you have concerning me, including CRIMINAL HISTORY RECORD INFORMATION and other information of a confidential or privilege nature. I hereby release you, your organization, the State of Delaware and others from any liability or damage, which may result from furnishing this information:

NOTIFICATION:

If mandated by state statute, your fingerprints will be used to check the criminal history records of the FBI. You will be given the opportunity to complete or challenge the accuracy of the information contained in the FBI criminal history record by the official to whom you have authorized this information be disseminated.

SIGNATURE OF APPLICANT:

DATE:

USE OF CRIMINAL HISTORY RECORD INFORMATION IS RESTRICTED BY LAW AND SHALL BE LIMITED TO THE PURPOSE FOR WHICH IT WAS GIVEN. MISUSE CONSTITUTES A CRIMINAL VIOLATION.

OFFICIAL USE ONLY

AGENCY

Reason fingerprinted box

CODE / TIME

REASON FINGERPRINTED

STATE BUREAU OF IDENTIFICATION (SBI)

SBI's Main Office - Kent County (Walk-In) No appointment necessary

The office is located at 655 South Bay Road, Suite 1B, Dover, DE 19901, in the Blue Hen Corporate Center. Enter the road between Kent County Levy Court and Firestone, and then follow the fingerprint signs.

Hours of operation are:

- Mondays, 8:30 a.m. to 6:30 p.m.
- Tuesday through Friday, 8:30 a.m. to 3:30 p.m.

SBI's Northern Office - New Castle County (by appointment only)

The office is located at Delaware State Police Troop 2, on Route 40, in Bear, just west of the Fox Run Shopping Center, between routes 72 and 896.

Hours of operation are:

- Mon, Wed, Thurs, and Fri, 8:30 a.m. to 3:15 p.m.
- Tuesday, 11:30 a.m. to 6:15 p.m.
- To schedule an appointment call 302-739-2528

SBI's Southern Office - Sussex County (by appointment only)

The office is in the Thurman Adams State Service Center located at 546 S. Bedford Street, Room 202, Georgetown, DE.

Hours of operation are:

- Monday - Thursday, 8:30 a.m. - 3:30 p.m.
- To schedule an appointment call 302-739-2528
- **CASH IS NOT ACCEPTED** at this location

****SBI requires a photo ID and the fee for this process is \$65.00****

SCHOOL BUS 'S' ENDORSEMENT REQUIREMENTS

Delaware law requires school bus operators to carry a passenger "P" and school bus "S" endorsement on their driver license.

In order to receive the "S" endorsement, the applicant must meet the following requirements:

1. Must be at least 18 years of age with 1 year of driving experience.
2. Must hold or qualify for a commercial driver license (CDL) with P (passenger) endorsement.
3. May not have more than 5 points on his/her 3-year driving record at the time of the application.
4. May not have had his/her license suspended, revoked or disqualified in this State or any other jurisdiction for moving violations in the last 5 years.
 - a. If you transferred your out of state license to Delaware within the last 5 years, you must provide a certified driving record from your previous state
5. The applicant may have ***never*** been convicted of any of the following crimes under the laws of this State or of any other jurisdiction:
 - a. Any crime constituting the manufacture, delivery or possession of a controlled substance or counterfeit controlled substance classified as such in Schedule I, II, III, IV or V of Chapter 47 of Title 16;
 - b. Any crime against a child;
 - c. A or B felony;
 - d. Any crime constituting a felony homicide, including, but not limited to, murder, manslaughter and vehicular homicide;
 - e. Any crime constituting a felony sexual offense;
 - f. Any crime constituting a felony offense against public administration involving bribery, improper influence or abuse of office; or
 - g. Any crime other than those listed above, constituting a felony for which the person has not been pardoned or for which less than 5 years have passed since the person fully discharged all imposed sentences. As used herein, the term "sentence" includes, but is not limited to, all period of modifications of a sentence, probation, parole or suspension and all forms of fines, restitution or community service.

If all of the above qualifications are met, the applicant must:

Initiate application process by ***either*** appearing in person at the Division of Motor Vehicles and submitting the completed Criminal History Record Check Authorization (CHRCA) Form ***or*** submitting the form via email to ***(DOT_Endorsements@delaware.gov)***.

Upon receiving DMV's signed approval appear in person at one of the State Bureau of Identification (SBI) locations listed in the attachment to submit the DMV-approved CHRCA form and apply for a criminal history background check. This check shall include a national criminal background check, in addition to a review of the applicants' Delaware-based criminal history, a fingerprinting of applicants who are subjected to a national criminal background check, and expressly authorizes the use of records of the Federal Bureau of Identification for screening the applicants.

- Background checks are valid for a period of 6 months
- The entire background check process may take up to 6 weeks

6. The applicant must provide proof (yellow card) he/she successfully completed a training course through the Department of Education (DOE). Contact DOE for instruction to become a school bus driver and details surrounding training.
7. The applicant must pass a skills/road exam in a school bus administered by the Division of Motor Vehicles.

Additional responsibilities a current "S" holder must keep in mind:

- A current "S" holder may not have more than 8 points on his/her 3 year driving record.
- Any time a license with a school bus endorsement is suspended, revoked or disqualified for moving violations, or the driver exceeds 8 points for moving violations, the school bus endorsement shall become invalid, and the endorsement shall be removed from the license.