**Section 1270.50 Request Procedure**

The school districts shall request criminal background checks in the following manner:

a) The school district shall enter into a user agreement (Form DSP6-418) and an inter-agency agreement (Form DSP6-417) with the Department.

b) For each request, the school district shall submit a completed request form (Form DSP6-383), together with a fee in the amount specified in Section 1270.60 of this Part.

c) When the Department has determined, through a review of its files based on personal identifiers, that an applicant identified in the request form (Form DSP6-383) may have a criminal history, the Department shall notify the school district.

d) The school district shall then submit an original Department applicant fingerprint card (Form DSP6-120) and an original FBI applicant fingerprint card (Form FD-258) for the applicant. A fee in the amount specified in Section 1270.60 of this Part shall accompany the fingerprint cards.

e) Upon positive identification of the applicant, the Department shall provide the school district information describing the applicant's convictions for enumerated offenses.