

Health Occupations & Credentialing

1. Go to <https://www.kdads.ks.gov/> and click on the Health Occupations and Credentialing link which is highlighted below.



2. Once you're on the page look on the upper left-hand side of the screen, and click on the on the option shown below



Clicking the live link above takes you to the webpage dedicated to the Criminal Record Check Program in our department.

3. Under the blue subject header named "**Information and Forms**" select "**Criminal Record Check Program**". It will then become a drop down. Select the second option as shown below:

The screenshot shows a website navigation menu with a blue header. The main title is "CRIMINAL RECORD CHECK PROGRAM". Below it is a "Statute" section with a PDF icon and the text "Changes to the Criminal Record Check Statute Effective 7.1.2018". The "Information and Forms" section is expanded, showing a list of links: "Criminal Record Check Instructions", "Online Criminal Record Check" (highlighted in yellow), "Criminal Record Check Request Form", "Criminal Record Check FAQs", "Criminal Record Check Prohibited Offenses Showing History Effective July 1, 2018", "Criminal Record Check Prohibited Offenses in Statute Number Order", "Criminal Record Check Request Form", "Credit Card Authorization Form", and "Facility ID Request Form". Below the list is a link for "View Criminal Record Check Results".

When you click on live link, you'll be re-directed to our 3rd party provider where you'll submit the criminal record check request. The page you are redirected to will look like the screen below:

The screenshot shows the KDADS Online Criminal Record Check Submission web site. The header includes the Kansas state logo and the text "Kansas.gov, the Official Web site of the State of Kansas" and "Department for Aging and Disability Services". The main content area is titled "Introduction" and contains the following text:

Welcome to the KDADS Online Criminal Record Check Submission web site.

FOR NEW USERS ONLY

(New users are defined as New Facility, meaning the Facility has NOT signed up to work with this application before. See "Existing Facility" below for additional information.)

Select "new user" and enter the facility information which includes: facility ID number and name, street address, city, state, zip code, phone number and e-mail address as shown below. **Only one email address per facility is permitted.** If an email address is already associated with your Facility, you must follow the steps defined in "existing Facilities Needing New Login Information" below.

Please wait 24 hours until the next business day before proceeding to the next step

Next, go to the log on page and select log on.

Select "forgot password?" located next to the password field.

On the next screen, reenter the facility ID number (a letter, followed by six numbers, all caps, no punctuation, i.e. N000999) and select *Reset my password*.

Go to the facility email inbox and check for receipt of an email message from ks-helpcenter@egov.com. (If the help center email is not found in the in box, check the junk file folder.) This email will contain a temporary password.

Highlight and copy the password within the email, then return to the log on page and hit log on. Enter the facility ID number and paste the temporary password into the password field. Next, change the temporary password to a permanent password, incorporating a capital letter, number and symbol. Passwords are not stored and cannot be retrieved, so if you should loose or forget your password, simply request a new one by selecting "forgot password?".

When you are ready to submit the criminal record check scroll to the bottom of this page.

PLEASE NOTE THAT YOU'LL NEED A FACILITY ID NUMBER TO CONTINUE (and if you do not have one please email us : KDADS.CRCSTAFF@KDADS.KS.GOV).

If you have a facility id number that has been assigned to you by a HOC Criminal Record Check Team Member, then please select login.

(This is defined as a Facility that had previously been using the application, but for whatever reason needs a new email associated with logging in.)

First, you must email the CRC staff at KDADS.CRCSTAFF@ks.gov stating a new email address needs to be associated with your facility ID. State the facility ID number (a letter, followed by six numbers, all caps, no punctuation, i.e. N000999) in the body of the email.

Wait 24 hours, then go to the introduction page and select log on.

Select "forgot password?" located next to the password field.

On the next screen, reenter the facility ID number (a letter, followed by six numbers, all caps, no punctuation, i.e. N000999) and select *Reset my password*.

Go to the facility email inbox and check for receipt of an email message from ks-helpcenter@egov.com. (If the help center email is not found in the in box, check the junk file folder.) This email will contain a temporary password.

Highlight and copy the password within the email, then return to the log on page and hit log on. Enter the facility ID number and paste the temporary password into the password field. Next, change the temporary password to a permanent password, incorporating a capital letter, number and symbol. Passwords are not stored and cannot be retrieved, so if you should lose or forget your password, simply request a new one by selecting "forgot password?".

You are finished and ready to submit criminal record check requests online!

****If you are unable to move to the next page after selecting "continue", notify the CRC staff at KDADS.CRCSTAFF@ks.gov for assistance.**

ADDITIONAL INFORMATION

Once a permanent password is set, users may log on to the system to submit criminal record checks. The cost is \$10.00 per request in addition to a convenience fee for each transaction. Payment may be made by:

- Credit card via Mastercard, Visa, American Express, or Discover
- Electronic Check
- Your [Kansas.gov Subscriber Account](#)

Kansas.gov and KDADS Health Occupations Credentialing are in partnership to provide the online services. Assistance with billing issues can be obtained by visiting Kansas.gov at: <http://www.kansas.gov/subscribers/account-management>

If you have additional questions, please send inquiries to the CRC staff: KDADS.CRCSTAFF@ks.gov. Please include your facility ID number and telephone number.

New User? **Log In**

First time users will be required to request a password. The instructions of obtaining a password are as follows:

Select the "Forgot Password" button

A.

Log in

Facility ID Number:

Password:

Forgot password?

Log In

- B. You'll then type in the facility id number that was assigned to your facility, and then select forgot password.

Forgot Password

Forgotten your password? Enter your facility ID below. We will send a new password to the e-mail address you have registered with us.

1. Facility ID Number:

2.

The email listed in the facilities file will received an email from helpcenter@ink.org (PLEASE CHECK THE JUNK/SPAM FOLDER). The email will contain a temporary password that contains a sequence of letters and special characters (i.e – w\$r#r@*cah). When you receive the temporary password please do the following:

- A. Highlight and copy the password within the email.
- B. When prompted – Change the password to a permanent password – incorporating a capital letter, a number and symbol.;

When above is complete you can begin the submission process.

PLEASE NOTE: Passwords are not stored and cannot be retrieved by KDADS CRC Staff Members; If you forget your password simply request a new one using the "FORGOT PASSWORD" button.

SUBMITTING CRIMINAL REOCR D CHECKS:

Return to the login page and enter your facility ID number and password

Applicant Initial Search

This page contains 3 registries (Kansas Nurse Aid Registry, OIG List of Excluded Individuals, and the National Sex Offender Public Website). For each applicant you submit - you'll need to check these registries manually. If the applicant is located on any of these lists with an **active prohibition/enforcement** - **they're immediately disqualified from employment**. If you have any questions, comments or concerns please contact KDADS.CRCSTAFF@KS.GOV.

Kansas Nurse Aide Registry - www.ksnurseaidregistry.org
Office of Inspector General Exclusion database - <https://exclusions.oig.hhs.gov/>
National Sex Offender Public Website - <https://www.nsopw.gov/>

If the applicant does not appear on any of the registries above, please proceed below with the criminal record check submission.

You are not required to have information in all of the below fields. If the person you are searching for is not in the result list on the next page put information in fewer of the below fields.

Social Security Number: Example: 999-99-9999
Date of Birth: Example: 01/01/1960
Last Name:

Before you search for the applicant in the portal be sure to check the 3 registries located on the page;

If the applicant in question appears on any of these 3 registries (and it reflects "**EMPLOYEMENT PROHIBITON**" on file via Kansas Nurse Aide Registry) the applicant is **ineligible** for employment.

If the applicant doesn't appear on the registries and doesn't have the verbiage above via the Kansas Nurse Aide Registry, please continue.

Unless the criminal record check has a recent criminal record, check submitted on them the applicant may not appear when searching. If the screen looks like this – Please select the "**Applicant Not Listed**" button

Applicant Initial Search Results

Please choose one (1) applicant below and select "Continue" to verify their identity on the following page.

Select Applicant	Social Security Number	Applicant Full Name	Date of Birth	Gender
------------------	------------------------	---------------------	---------------	--------

Person Not Listed Above?

- Refine Search - Select this button and use different search criteria or criteria in fewer fields.
- Applicant Not Listed - Select this button to enter information for a person that you cannot find in the database.

Using all capitalization – Enter the individual's information in the boxes below. In the boxes with the small **RED** arrows that information is REQUIRED/ The criminal record check request will be rejected without that information. Once you've submitted the information please click the **SAVE** button.

Submit Applicant to KDADS

▶ Indicates required information

Applicant's Detailed Information

▶ SSN:	<input type="text"/>	Example: 999-99-9999
▶ First Name:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
▶ Last Name:	<input type="text"/>	
Name Suffix:	<input type="text"/>	
Address:	<input type="text"/>	
City:	<input type="text"/>	
State:	--Please Select-- ▼	
Zip Code:	<input type="text"/>	
Home Phone Number:	<input type="text"/>	Example: (999) 999-9999
Work Phone Number:	<input type="text"/>	Example: (999) 999-9999
▶ DOB:	<input type="text"/>	Example: 01/01/1960
▶ Gender:	--Please Select-- ▼	
▶ Race:	--Please Select-- ▼	
Other Last Name1:	<input type="text"/>	
Other Last Name2:	<input type="text"/>	
Other Last Name3:	<input type="text"/>	
Other Last Name4:	<input type="text"/>	
Other Last Name5:	<input type="text"/>	

The applicant summary page will list the individual(s) that you've entered. If you are wanting to submit multiple applicants at once, you'll need to utilize the "**MORE**" button (*please note that we recommend submitting 4 at a time max*).

When you are done submitting the applicant's details and you are ready to proceed and pay select the "**FINISHED**" button.

Applicant Summary Page

NOTICE: We have your e-mail address as **RAEVYN.JOHNSON@KS.GOV**. To change your e-mail address, if it is incorrect, select the "Update E-mail Address" button below.

[Update E-mail Address](#)

When you select Submit below you will be submitting a request for **1** criminal history record checks at a cost of **\$10.00** plus the applicable [convenience fees](#). Your Grand Total including all fees will be displayed after you indicate your payment type on the following page.

Remove	SSN	Full Name	Date of Birth	Amount
<input type="checkbox"/>	0000	TESTERSMITH, T DENNY	06/17/2002	\$10.00
			TOTAL	\$10.00

[Remove](#) [Print](#) [Finished](#) [More](#)

Button Descriptions

- **Remove** - Will remove a selected applicant from the list. The page will refresh and display recalculated results.
- **Print** - Prints a printer-friendly report of the applicants on the list.
- **Finished** - Will submit the applicants on the list and continue on to the payment process.
- **More** - Allows you to add additional applicants by searching for them on the initial search page.

Once you've selected the "**FINISHED**" button you'll be redirected to the payment method page as shown below. Select the form of payment, and complete the prompts after selecting the continue button.

Payment Method

Facility ID Number : **Q111111**

Facility Name : **KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES**

! You have not completed your search submission.

Please select one of the following payment options:

Payment Method	Record Check Fee	Convenience Fee
<input type="radio"/> Kansas.gov Subscriber ?	\$10.00	\$3.00
<input type="radio"/> Electronic Check	\$10.00	\$3.00
<input type="radio"/> Credit Card	\$10.00	\$1.32



[Continue](#)

The below screenshots are what you'll see when you select credit card for the form of payment via KanPay:

A.

Amount Due

Facility ID Number : Q111111
Facility Name : KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES

The following is a complete total of all your requested record checks and applicable fees.

Total Record Check Cost: **\$10.00**
Convenience Fee: **\$1.32**
Total Cost: **\$11.32**

[Checkout](#)

B.

Kansas
Information Network of Kansas

Select State

ZIP/Postal Code *

Phone Number

Email *

[Next >](#)

Payment Information

[Cancel](#)

Transaction Summary

Search Fee -- KDADS Criminal History	\$10.00
Portal Processing Fee	\$1.32
Total	\$11.32

Need Help?
Please complete the Customer Information Section

Payment Information

Credit Card Number *

Credit Card Type Complete all required fields [*]

Expiration Month *

Expiration Year *

Name on Credit Card *

[Next >](#)

[Cancel](#)

Transaction Summary

Search Fee -- KDADS Criminal History	\$10.00
Portal Processing Fee	\$1.32
Total	\$11.32

Need Help?
You have selected to pay by credit card. Complete customer billing information and enter credit card information.

C.

Country: United States | Email Address: RAEVYN.JOHNSON@KS.GOV

Payment Information [Edit](#)

Credit Card: Visa ****1111 Exp: 01/2024 | Name on Credit Card: RAEVYNCHISHOLM

Verification

I'm not a robot

[Cancel](#) [Submit Payment](#)

Transaction Summary

Search Fee -- KDADS Criminal History	\$10.00
Portal Processing Fee	\$1.32
Total	\$11.32

Need Help?
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

D.

Once the payment has been accepted the final screen you will see is the confirmation page. When you are ready select the **I agree/ submit payment** bottom.

Expiration Date: 01/2010

Contact Information

Phone Number: 7852966647 Make changes

Email Address: sirwin@kdhe.state.ks.us

Cost Information

SKU	ID	Description	Quantity	Amount
KDHECH	1111	Search Fee -- KDHE Criminal History	1	\$ 10.00
CONVFE		Convenience Fee	1	\$ 1.32
			Total	\$ 11.32

Agreement to Pay

I understand that the above amount will be charged to my **credit card**, and that my credit card billing statement will show this amount as paid to "Kansas.gov KanPay Pmt".

Kansas.gov reserves the right to assess you a \$15 service fee for all chargebacks and returns.

Please be patient once you have hit the "I Agree / Submit Payment" button, it may take up to 60 seconds before your order is completed. Upon completion you will be returned to the "Test Application".

If everything has been completed successfully the final screen is the confirmation page shown below.

PLEASE NOTE: We advise that it is best practices to print this off if you can do so.

The screenshot shows a web browser window titled "Criminal Record Check" with a sub-header "of KANSAS, INC.". The page is divided into a left sidebar and a main content area. The sidebar contains two sections: "SITE NAVIGATION" with links for "Criminal Record Check Intro", "Convenience Fees", "Helpful Hints", and "Contact Info"; and "OTHER WEB SITES" with links for "< KDHE Web Site", "< BCCHF Web Site", "< HOC Web Site", and "< Kansas Web site". The main content area is titled "Confirmation" and contains the following text: "You have successfully submitted a request for 1 criminal history record checks to the Kansas Department of Health & Environment for processing. You may contact the KDHE at 785-296-8628 or by email with questions." Below this is a request to print and retain the page. The page is further divided into "Facility Information" and "Payment Information" sections. The facility information includes Facility ID Number: 0087054 and Facility Name: ALTRERA CLARE BRIDGE OF WICHITA. The payment information includes Confirmation Number: 80385, Reference ID: de47cea85a72db7, Transaction Date: March 05, 2008 08:06 am, Payment Method: Credit Card, Total Record Check Cost: \$10.00, Convenience Fee: \$1.32, and Total Cost: \$11.32.

Criminal Record Check of KANSAS, INC.

SITE NAVIGATION

- [Criminal Record Check Intro](#)
- [Convenience Fees](#)
- [Helpful Hints](#)
- [Contact Info](#)

OTHER WEB SITES

- [< KDHE Web Site](#)
- [< BCCHF Web Site](#)
- [< HOC Web Site](#)
- [< Kansas Web site](#)

Confirmation

You have successfully submitted a request for 1 criminal history record checks to the Kansas Department of Health & Environment for processing. You may contact the KDHE at 785-296-8628 or by email with questions.

Please print and retain this page for your confirmation of criminal record check submission and receipt of electronic payment.

Facility Information

Facility ID Number: **0087054**
Facility Name: **ALTRERA CLARE BRIDGE OF WICHITA**

Payment Information

Confirmation Number: **80385**
Reference ID: **de47cea85a72db7**
Transaction Date: **March 05, 2008 08:06 am**
Payment Method: **Credit Card**
Total Record Check Cost: **\$10.00**
Convenience Fee: **\$1.32**
Total Cost: **\$11.32**

SOME TIPS TO REMEMBER WHEN SUBMITTING REQUESTS ONLINE:

- Gather all the necessary documentation before being the process **AND** be sure that the information you are submitting is in fact accurate.
 - Use **ALL** caps when submitting the information online.
 - **DO NOT UTILIZE THE BACK-BUTTON VIA BROWSER. IT WILL CANCEL THE ENTIRE TRANSACTION**
 - Please move promptly when submitting these; If left idle to long it will time out and will not allow you to submit the individual /applicant in question (**and could potentially reject the individual if you must start over**).
-

TO VIEW RESULTS OF CRIMINAL RECORD CHECKS

Go to - <https://ksdadsprod.glsuite.us/glsuiteweb/clients/ksdads/public/main.html>



Kansas Nurse Aide Registry

Please Select a Verification Type:

(Public Access use only to verify certification status of Certified Nurse Aides, Home Health Aides, or Certified Medication Aides)

Certification Verification

(Adult Care Homes, Home Health Agencies, Hospitals, or Staffing Agencies must access here for Criminal Record Check Results, Employment Verification, and Nurse Aide Registry Confirmation)

Health Care Facility Access

(Please use the button below to confirm date of last criminal record check for Non-Licensed/Non-Certified Individuals)

Non-Licensed/Non-Certified

- 1.) Select the second option titled **"Health Care Facility Access"**
- 2.) Enter your Facility ID # and click **"submit"**
- 3.) Select **"Employment List / Employment Verification Page"**

Here you will have a listing of all employees currently affiliated with your facility. Across from each name will be a **"View Results"** button once the Criminal Record Check is completed. When you click this button, it will have one of two results:

- A.) **No Prohibiting Criminal History:** Will populate a word document that states this individual does not have any prohibiting criminal history. You will print this off for their personnel file.
 - B.) **Criminal History Match:** Will give you a message that states it has been determined that the individual does have a criminal history and that we will mail the results. However, this does not necessarily mean the person is prohibited. Once the history has been reviewed a letter is **only** mailed if the individual is prohibited from working. If they are not prohibited, then the next time you select the 'View Results' button the No Prohibiting Criminal History letter will populate.
-

Health Occupations & Credentialing

Internet access instructions for obtaining the criminal record check results

You may access the website:

<https://ksdadsprod.glsuite.us/glsuiteweb/clients/ksdads/public/main.html>

You'll need to click on the facility access (middle button as shown below) in order to obtain the criminal record check results.



Kansas Nurse Aide Registry

Please Select a Verification Type:

(Public Access use only to verify certification status of Certified Nurse Aides, Home Health Aides, or Certified Medication Aides)

Certification Verification

(Adult Care Homes, Home Health Agencies, Hospitals, or Staffing Agencies must access here for Criminal Record Check Results, Employment Verification, and Nurse Aide Registry Confirmation)

Health Care Facility Access

(Please use the button below to confirm date of last criminal record check for Non-Licensed/Non-Certified Individuals)

Non-Licensed/Non-Certified

You'll then need input the facility id number (that was assigned by KDADS/ KDADS CRC TEAM) to continue :



For questions or concerns with this web site, please contact: certification@kdads.ks.gov

Health Care Facility Logon Screen

Facility ID Number:

Submit

After submitting the facility id number, you should then see the below webpage, and when you do select the top option **EMPLOYEE LIST**.

Please Select the Desired Action:

(Please use the below button to go to the Employment List Page)

Employment List

(Please use the below button to go to the Employment Verification Form)

Employment Verification Form

All information provided on this web page and other associated web pages is made available to provide immediate access for the convenience of interested persons. While we believe the information to be reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore there is no guarantee as to the accuracy, completeness, timeliness, currency, or correct sequencing of the information. Neither this agency, nor any of the sources of the information, shall be responsible for any errors or omissions, or for the use or results obtained from the use of this information.

The next page that you'll see is your employee list (as shown below). To obtain the results you'll need to click on the view result button on the right.

Search for Certification Verification for Employment Agency
View and print CNA / CMA / HHA confirmation notices

After a criminal record check has been submitted and processed, you can view the criminal record check no match results (those with no criminal history) by selecting the "View Result" button. Please note that criminal record check results on those with criminal history will be sent via regular mail.)

Thank you for using this site. We hope you find it useful.

For questions or concerns with this web site, please contact: crctestaff@kdads.ks.gov

August 30, 2021
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES

If the "View Result" button is not present and further criminal record check details are required, please contact the Kansas Department of Health and Environment at 785-296-1253.

	Name	Credential Number	Certification Type	CRC Results	Current Employee
Remove	AARON KING			View Result	<input type="radio"/> Yes <input type="radio"/> No
Remove	ADA DAWN PRICE	97710	Certified Nurse Aide	View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	ADDISON VAN ZUTPHEN			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	ALEMAYHEU KEBEDE DESTA			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	ALEXANDRIA R PARRA			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	ALICE STELLA WANGUI NJOGU	177498	Certified Nurse Aide, Home Health Aide	View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	ALLISON LYDA			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	ALTON GUIDRY			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	AMANDA WILLIAMS			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	AMBER JOLEEN ROBBINS	160232	Certified Nurse Aide	View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	AMBER L LARIMORE	226196	Certified Nurse Aide	View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	AMBER MARIE COX			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	AMY PEREZ			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	AMY KATHRYN WEDEL			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	AMY L BOUDREAU	254678	Certified Nurse Aide	View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	AMY MICHELLE BAILEY			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	AMY NICOLE PITZER	104538	Certified Nurse Aide	View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	ANDREA STRONG			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	ANDREW BARNICORD			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	ANDREW KUEHN			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remove	ANGELA L DREILING			View Result	<input type="radio"/> Yes <input checked="" type="radio"/> No

When clicking the view results button one of two things will occur:

You'll get the verbiage as shown below:

August 30, 2021
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES

If the "View Result" button is not present and further criminal record check details are required, please contact the Kansas Department of Health and Environment at 785-296-1253.

Name	Credential Number	Certification Type	CRC Results	Current Employee
Remove AARON KING			View Result The criminal information has been reviewed and it has been determined the name subject has convictions or adjudications on file in the state central repository. Additional information will be emailed via encryption to the requesting facility/agency contact email on file. For questions email KDADS.CRCSTAFF@ks.gov	<input checked="" type="radio"/> Yes <input type="radio"/> No

That verbiage can mean a few things:

- **NOT PROCESSED**: The criminal record check team hasn't processed /update the criminal record check information yet
- **COURT LETTER**: The applicant/individual in question has something questionable on file whereas a KDADS CRC TEAM MEMBER will email the email address on the file. The letter will contain limited details and will need to be printed and gave to the applicant/individual in question. The responsibility will fall solely on the applicant/individual in question to keep us updated/provide the information needed.

WE CANNOT CLEAR NOR CAN WE PROHIBIT THE APPLCIANT UNTIL WE HAVE A DETERMINATION ON FILE.

- **PROHIBITED**: It was determined that the applicant is in fact prohibited whereas a prohibition letter will be emailed as well.

OR

- **CLEARANCE LETTER**: It was determined that the applicant has passed the criminal record check. Please print this and keep this in the applicants file.

