



# YORKTOWN POLICE DEPARTMENT

1 CAPTAIN KENNETH SGROI PLAZA  
YORKTOWN HEIGHTS, NEW YORK 10598-3735

Robert M. Noble, *Chief of Police*

## **REQUEST FOR CRIMINAL RECORD CHECK FOR EMPLOYMENT PURPOSES**

**PROSPECTIVE EMPLOYER:** The undersigned representative of \_\_\_\_\_, Hereby  
(full name of prospective employer)  
requests that the Yorktown Police Department conduct a search of its files and records for the purposes of determining if there exists a criminal record for the below named and described applicant for employment. In making this request, the undersigned, on behalf of the above mentioned prospective employer, understands and agrees that:

- (A) this request is made solely for the limited purpose of determining the suitability for employment of the applicant named herein;
- (B) the information provided by the Yorktown Police Department will be used solely for that purpose and not for the purpose of harassing, degrading or humiliating any person; and
- (C) that the undersigned, on behalf of the prospective employer shown above, indemnifies the Town of Yorktown and the Town of Yorktown Police Department and its employees for any liability arising out of the improper use of the information provided.

**Signature of Representative of Prospective Employer:** \_\_\_\_\_

**APPLICANT:** Please furnish the following information, printed legibly or typed.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ ☐ Male ☐ Female

Address: \_\_\_\_\_  
Number Street City / Town / Village State Zip Code

Previous Address: \_\_\_\_\_  
Number Street City / Town / Village State Zip Code

Client ID (Driver's License): \_\_\_\_\_

The undersigned applicant for employment hereby authorizes the Yorktown Police Department to furnish to the above-named prospective employer my criminal record (if any), for the sole purpose of assisting the prospective employer in determining my suitability for the employment I seek.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Stamp:

### **POLICE DEPARTMENT RESPONSE:**

- ☐ NO RECORD OR NO RECORD MEETING YPD DISSEMINATION CRITERIA
- ☐ RECORD AS FOLLOWS:

| DATE | CHARGES | DISPOSITION | DATE OF DISPOSITION |
|------|---------|-------------|---------------------|
|      |         |             |                     |
|      |         |             |                     |

Signature of YPD Employee Processing Request: \_\_\_\_\_

\*\*\* **FORWARD ORIGINAL AND RETAIN COPY THEREOF IN YPD FILE**

Emergency: Dial 911 Main Desk: (914)962-4141 FAX: (914)962-4458  
Detective Bureau: (914)962-3856 Juvenile Bureau: (914)962-3811 Hotline: (914)962-TIPS(8477)  
Web Site: [yorktownpd.org](http://yorktownpd.org)