



## COBB COUNTY POLICE DEPARTMENT

140 North Marietta Parkway  
Marietta, Georgia 30060-1454  
770.499.3900 \* fax: 770.499.4195  
www.cobbpolice.com

C.T. Cox *Chief of Police*

E.S. VanHoozer *Deputy Chief of Police*

J.D. Adcock *Deputy Chief of Police*

O.S. Hamilton *Deputy Chief of Police*

### CRIMINAL HISTORY CONSENT WITH NOTARY INSTRUCTIONS

#### FOR CURRENT AND FORMER GEORGIA RESIDENTS

**\*\*IMPORTANT\*\*** - We **will not accept** a fax or copy of the completed form, because that would make the notary seal and stamp null and void.

(A)– You (person being queried) can send via overnight or U.S. Mail the completed notarized form with a money order or cashier’s check for \$15 made payable to Cobb County Police Department.

1. You will sign on the line that states REQUESTER’S SIGNATURE and DATE.
2. You will fill out the portion starting at “check one of the following” (only check 1 box per line). If none apply, check OTHER.
3. The PERSON BEING QUERIED completes the entire line and if you have a middle name, write it out in full.
4. Write SSN (Social Security Number) if applicable and DOB (Date of Birth).
5. For RACE, select one. If none apply, select UNKNOWN.
6. For SEX, select one.
7. For QUERIED PERSON’S SIGNATURE, sign your name.
8. The Notary will complete the lines immediately following your signature. PLEASE DO NOT WRITE BELOW THE SOLID LINE. That is for OFFICE PERSONNEL ONLY.
9. Send copy of a valid form of identification. Any picture ID that is issued by a Government Agency within the United States or a foreign passport.
10. Include a self-addressed, stamped envelope so we can mail your criminal history report back to you.

(B) - Requester brings the notarized form in for you (person being queried).

If Requestor is getting (or picking up) criminal history for you with permission do the following:

1. The fee is \$15 and you can pay by cash, money order, or cashier’s check. If paying by money order, make payable to Cobb County Police Department. DO NOT SEND A CHECK.
2. You fill out the form leaving the REQUESTER’S SIGNATURE and Date blank. The person bringing the form in will sign and date there, and they will also need to have their valid license or passport. \
3. You will fill out the portion starting at “check one of the following.” (only check 1 box per line)
4. For PERSON BEING QUERIED, complete the entire line. If you have a middle name, write it out in full.
5. Write SSN (Social Security Number) if applicable and DOB (Date of Birth).
6. For RACE, select one. If none apply, select UNKNOWN.
7. For SEX, select one.
8. For QUERIED PERSON’S SIGNATURE, sign your name.
9. The Notary will complete the lines immediately following your signature. PLEASE DO NOT WRITE BELOW THE SOLID LINE. That is for OFFICE PERSONNEL ONLY.

10. Send copy of a valid form of identification. Any picture ID that is issued by a Government Agency within the United States or a foreign passport.

**Mail to:**

Cobb County Police Department NCIC  
140 N. Marietta Parkway  
Marietta, GA 30060



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Equal Opportunity Employer

*Cobb County...Expect the Best!*





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## CRIMINAL HISTORY CONSENT FORM

I hereby authorize the Cobb County Police Department to obtain any criminal history information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

**REQUIREMENTS:** Photo identification for the Requester (and Person being inquired on if different). Person being inquired on signature must be notarized if not present at the time of the request. A \$15.00 fee is charged per request.

**REQUESTER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

To assure that the correct Purpose Codes are used you must **check** one of the following:

Child Care:  Elderly Care  Mentally Disabled Care  Other

**PERSON BEING QUERIED:** \_\_\_\_\_  
Last First Middle

**SSN:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**RACE:** White  Black  Native American  Asian  Unknown

**SEX:** Male  Female

**QUERIED PERSON'S SIGNATURE:** \_\_\_\_\_

\_\_\_\_\_  
Notary Sworn to and signed before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

**DO NOT WRITE BELOW THIS LINE --- OFFICE PERSONNEL ONLY**

UTILIZING GCIC/NCIC ACCESS A CHECK OF THE GEORGIA CRIMINAL HISTORY FILES REVEALED:

NO RECORD FOUND:  SEE ATTACHED PRINTOUT:

\_\_\_\_\_  
Police Record Technician Badge Number Date

*As per House Bill 314, Notary is not required; however, all forms will be notarized upon request.*

\_\_\_\_\_  
Notary day of \_\_\_\_\_, 20\_\_\_\_. Sworn to and signed before me this \_\_\_\_\_



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## CRIMINAL HISTORY REQUEST FORM

**REQUIREMENTS:** Photo identification for the Requester. A \$15.00 fee is charged per request.

**REQUESTER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### FELONY ARREST ONLY

**PERSON BEING QUERIED:** \_\_\_\_\_  
Last First Middle

**SSN:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**RACE:** White  Black  Native American  Asian  Unknown

**SEX:** Male  Female

**DO NOT WRITE BELOW THIS LINE --- OFFICE PERSONNEL ONLY**

UTILIZING GCIC/NCIC ACCESS A CHECK OF THE GEORGIA CRIMINAL HISTORY FILES REVEALED:

NO RECORD FOUND:

SEE ATTACHED PRINTOUT:

\_\_\_\_\_  
Police Record Technician

\_\_\_\_\_  
Badge Number

\_\_\_\_\_  
Date

*As per House Bill 314, Notary is not required; however, all forms will be notarized upon request.*

\_\_\_\_\_  
Notary

Sworn to and signed before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.