



# OSPRA 103 (11/01)

## Authorization to Forward Criminal History Record Information to the City School District of the City of New York

Type or Print All Information

### Office of School Personnel Review and Accountability

NYS Education Department  
987 Education Building Annex  
Albany, NY 12234  
ph: (518) 473-2998 fax: (518) 473-8812  
[www.highered.nysed.gov/tcert/ospra](http://www.highered.nysed.gov/tcert/ospra)  
[OSPRA@mail.nysed.gov](mailto:OSPRA@mail.nysed.gov)

Instructions to Applicant: Please complete Sections 1 and 2 and mail the form to the New York City Board of Education (NYCBOE) address in Section 4.

Please Note: This form is to be filed by individuals who have submitted, or are in the process of submitting their fingerprints to the New York State Education Department and are seeking employment with the NYCBOE.  
*Inaccurate information will delay processing.*

### SECTION 1

Name: (Last)	(First)	(Middle)	Sex: (M/F)
Home Address: (Street, Apt. #)	Social Security Number:		
City, State, Zip:	Telephone: (Area Code and Number)		
E-mail Address:	Date of Birth: (Month, Day, Year)		

### SECTION 2

I hereby authorize the Commissioner of Education to forward the content of my criminal history record as secured from DCJS and the FBI to the NYCBOE as a condition of my employment application with the NYCBOE. I further understand that the Commissioner of Education is authorized to forward subsequent criminal history notifications received from DCJS to the NYCBOE.

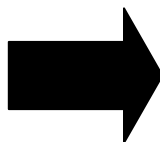
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 3

Signature of NYCBOE Office of Personnel Investigation Representative: \_\_\_\_\_

### SECTION 4

# MAIL TO:



**Division of Human Resources**  
Office of Personnel Investigation  
65 Court Street  
Brooklyn, New York 11201  
Ph: (718) 935-2633 Fax: (718) 935-2726