

USAREC Regulation 601-94

Personnel Procurement

Police Record Checks

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, KY 40121-2725
1 March 2010**

UNCLASSIFIED

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***USAREC Regulation 601-94**

Effective 15 March 2010

Personnel Procurement

Police Record Checks

For the Commander:

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Colonel, GS
Chief of Staff

Official:

JOSEPH P. BONANO
Assistant Chief of Staff, G6

History. This edition publishes a revised USAREC Reg 601-94, which is effective 15 March 2010.

Summary. This regulation prescribes the procedures to be followed in obtaining documentation when a law enforcement agency will release arrest information and

procedures to be followed in the event of refusal to provide such information.

Applicability. This regulation is applicable to all elements of this command.

Proponent and exception authority. The proponent for this regulation is the Assistant Chief of Staff, G3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-13.

Army management control process. This regulation contains management con-

trol provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-EEP, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is intended for command distribution level A.

*This regulation supersedes USAREC Regulation 601-94, dated 26 January 2000.

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Glossary

1. Purpose

This regulation prescribes the procedures to be followed in obtaining documentation when a law enforcement agency will release arrest information and procedures to be followed in the event of refusal to provide such information.

2. References

For required publications and prescribed and referenced forms see appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. Policy

a. It is the policy of this command that all information pertaining to alleged or suspected records of arrest and/or conviction on applicants for enlistment will be verified with state and local law enforcement agencies, unless such agencies charge a fee and/or require fingerprints or refuse, in writing, to comply with the request. Where obtaining police record checks is a matter of inconvenience as opposed to an impossibility, police record checks will be obtained in accordance with current regulations. The guidance as set forth by this regulation will not be used to circumvent other regulations, but is intended solely to preclude wasted effort in requesting police record checks from agencies who have stated they will not provide them or that they charge a fee and/or require fingerprints for doing so.

b. Applicants who claim to have never been arrested, charged, cited, or detained will be allowed to enlist and will also be allowed to ship without DD Form 369 (Police Record Check).

c. DD Forms 369, court dockets, and USAREC Forms 1037 (Probation Officer and/or Court Records Report) will be obtained when photocopy fees are charged.

d. Telephonic police record checks may be obtained by station commanders, commissioned officers, company commanders, recruiting first sergeants, guidance counselors (GCs), battalion operations personnel, or equivalent contracted personnel assigned to the U.S. Army Recruiting Command (USAREC) or the Army National Guard. The person who obtains a telephonic police record check will record the information on DD Form 369, section III, item 13. The report must include the name and position title of the person who released the information; the date the information was obtained; and the telephone number of the agency.

5. Procedures

a. DD Form 369 will indicate the name the applicant is requesting to be enlisted as; as well as the name on their birth certificate, maiden name, and any other name the applicant is also known as. In situations where an applicant is known as Matt but his actual name is Matthew, Matt is not needed as also known as (also true with Tom, Tommy, Thomas; Jim, Jimmy, James, etcetera). However, in cases where the name is not clearly derived from the originating name (such as Dick, Richard; Esteban, Stephen, etcetera.), all names will be listed prior to DD Form 369 being completed by the servicing agencies.

(1) DD Form 369 (see fig 1) must be signed by the applicant.

(2) Computer generated and photocopies of DD Form 369 are acceptable.

b. DD Form 369 from civilian agencies will complete section III, items 12 through 16, and must be original.

c. Police record checks required from military installation: Mail the DD Form 369 to the provost marshal office or other military law enforcement agency of the installation. Do not mail to a foreign government or law enforcement agency. Telephonic military police record checks are authorized for waiver processing.

d. A police record check is not required from law enforcement agencies that charge a fee and/or require fingerprints or who refuse to release arrest and/or conviction information. When police record checks are not required as described above, the following actions will be taken:

(1) The recruiter will, on behalf of the applicant, enter appropriate data on the electronic Entrance National Security Questionnaire.

(2) The recruiter will reference information obtained from the automated police agency list (PAL) via the USAREC Portal in DD Form 369, section III, item 13. An example of DD Form 369 with statement is at figure 2. The recruiter will complete DD Form 369 as if it were going to be forwarded to the appropriate law enforcement agency.

(3) Request for waiver, if required, will be in accordance with AR 601-210, chapter 4.

(4) The quality control noncommissioned officer in the Army GC shop will verify each statement on DD Form 369, section III, by use of the automated PAL via the USAREC Portal or with a copy of the actual document.

e. If law enforcement agencies will not complete DD Form 369, but will allow recruiting personnel to view the records,

the recruiter will complete and sign the DD Form 369. In so doing, the recruiter will include a comment to the effect that he or she has viewed the police records that relate to the alleged offense or offenses.

f. When an agency requires that the applicant's signature be notarized, the recruiter will ask a commissioned officer to witness and notarize the signature. Any commissioned officer can perform this function, to include company commanders and officers assigned to any National Guard or reserve unit (any branch).

g. The validity period of the DD Form 369 is indefinite unless an applicant has new or alleged offense(s) and/or charge(s) after the law enforcement agency checks have been obtained. In this case, the recruiter will be required to update the law enforcement agencies check(s) only in those city, county, and state agencies where the new offense(s) and/or charge(s) are alleged or suspected.

h. When a final disposition is not listed on the DD Form 369, the recruiter must obtain court documents.

i. USAREC Form 1037 will indicate the same information as in a above and will be signed by the applicant.

(1) Computer generated and photocopies of USAREC Form 1037 are acceptable.

(2) USAREC Form 1037 from civilian agencies will complete the second page of the form in its entirety and must be original.

j. USAREC Form 1037 will be used when court documents will not be released. A statement will be placed in the Remarks block, by the court, that court documents will not be released. USAREC Form 1037 will be used for courts, probation and/or parole officers, or juvenile authorities; but, will not be used for law enforcement agencies. USAREC Form 1037 will be completed as shown in figure 3.

k. Court documents are not required from courts that charge a fee or refuse to release information. When court documents or court record checks are not required as described above, the following actions will be taken:

(1) The recruiter will have the applicant enter the appropriate data in the "Technical name of offense for which tried" and in the "Disposition to include sentence" blocks of the USAREC Form 1037.

(2) The recruiter will reference information from the automated PAL in the Remarks block of the USAREC Form 1037.

(3) The quality control noncommissioned officer in the Army GC shop will verify each statement on USAREC Form 1037 with the information from the automated PAL or a copy of the actual document.

l. If the courts will not complete USAREC Form 1037, but will allow recruiting personnel to view the records, the recruiter will complete and sign USAREC Form 1037. In so doing, the recruiter will add a comment to the effect that he or she has viewed the court documents that indicate the final adjudication of the case.

m. USAREC FL 41 (Request for Information From Institution) is only required for waiver processing when the potential applicant was detained for a period in excess of 24 hours and will be completed as shown in figure 4.

n. USAREC FL 146 (Release of Arrest Information) (see fig 5) will be used to solicit clarification on the release of arrest and/or conviction information from all state and local law enforcement agencies. USAREC FL 146 will be prepared by brigade or battalion operations personnel and signed by the brigade or battalion commander or executive officer. USAREC FL 146 will be sent only to law enforcement agencies. USAREC FL 146 will not be sent to courts. In the event a court refuses to release dockets and/or information, a letter or USAREC Form 1037 will be obtained by the brigade or battalion operations stating their policy.

(1) USAREC FL 146, USAREC Form 1037, or a letter will be obtained from those agencies that do not release arrest and/or conviction information, require fingerprints, or charge a fee. The brigade and/or battalion will obtain a new USAREC FL 146 and/or USAREC Form 1037 every 5 years.

(2) Upon request, battalions will send a copy of a letter on file to other recruiting elements via facsimile, e-mail, or postal service. A properly completed DD Form 369 must be included in the enlistment record.

(3) Brigades will consolidate the documents referenced in n above into the automated PAL for distribution within the brigade and to other brigades and/or battalions. The automated PAL will be reviewed and approved by the USAREC, G3 Office. If approved, it will remain valid for 5 years. When police records from a town, city, or county are maintained or consolidated at a different, but related law enforcement agency, a letter from the latter agency that lists the other law enforcement agencies for which records are maintained will be kept on file in the automated PAL. The letter substantiates the source of the information which is entered on the DD Form 369.

POLICE RECORD CHECK				1. DATE OF REQUEST (YYYYMMDD) 20100303		OMB No. 0704-0007 OMB approval expires Mar 31, 2010	
<p>The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0007). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.</p>							
SECTION I - (To be completed by Recruiting Service)							
2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias) Kelly, Robert Lee			3. SEX <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE		4. PLACE OF BIRTH a. CITY: Arlington b. COUNTY: Tarrant c. STATE: TX		
5. DATE OF BIRTH (YYYYMMDD) 19880616		6.a. RACIAL CATEGORY (X one or more) <input type="checkbox"/> (1) AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> (2) ASIAN <input type="checkbox"/> (3) BLACK OR AFRICAN AMERICAN <input checked="" type="checkbox"/> (4) WHITE <input type="checkbox"/> (5) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER			b. ETHNIC CATEGORY <input type="checkbox"/> (1) HISPANIC OR LATINO <input checked="" type="checkbox"/> (2) NOT HISPANIC OR LATINO		7. SOCIAL SECURITY NUMBER XXX-XX-7891
8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block) a. NUMBER AND STREET (Include apartment no.): 216 Pioneer Street b. CITY: Arlington c. STATE: TX d. ZIP CODE: 76010						9. DATES RESIDED AT THIS ADDRESS a. FROM (YYYYMMDD): 19970615 b. TO (YYYYMMDD): Present	
10. PERSON MAKING THIS REQUEST							
a. NAME (Last, First, Middle Name(s)) Anderson, Jeffrey Burton			b. RANK SFC	c. SIGNATURE //signed//		d. TITLE Army Recruiter	
SECTION II - (To be completed by Applicant)							
PRIVACY ACT STATEMENT							
<p>AUTHORITY: Title 10 United States Code, Sections 504, 505, 508, and 12102; E.O. 9397. PRINCIPAL PURPOSE: To determine eligibility of a prospective enlistee in the Armed Forces of the United States. ROUTINE USES: Information collected on this form may be released to law enforcement agencies engaged in the investigation or prosecution of a criminal act or the enforcement or implementation of a statute, rule, regulation or order; to any component of the Department of Justice for the purpose of representing the DoD. DISCLOSURE: Voluntary; however, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States.</p> <p>The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.</p>							
11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.					SIGNATURE		
SECTION III - (To be completed by Police or Juvenile Agency)							
The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.							
12. HAS THE APPLICANT A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? (If YES, what was the offense or charge, date, disposition and sentence?)							<input type="checkbox"/> YES <input type="checkbox"/> NO
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (If YES, give details.)							<input type="checkbox"/> YES <input type="checkbox"/> NO
THIS IS TO CERTIFY THAT THE ABOVE DATA AS CORRECTED ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.							
14. DATE (YYYYMMDD) 20100303		15. TITLE Recruiter			16. VERIFIED BY (Signature) //signed//		
LAW ENFORCEMENT AGENCY MAIL TO: Arlington Police Department 110 W. Division Avenue Arlington, TX 76010				RECRUITING AGENCY MAIL FROM: U.S. Army Recruiting Station ATTN: SFC Anderson 627 N. Cooper Street Arlington, TX 76010			

DD FORM 369, MAR 2007

PREVIOUS EDITION IS OBSOLETE.

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Figure 1. Sample of a completed DD Form 369

POLICE RECORD CHECK		1. DATE OF REQUEST (YYYYMMDD) 20100303	OMB No. 0704-0007 OMB approval expires Mar 31, 2010	
The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0007). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.				
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.				
SECTION I - (To be completed by Recruiting Service)				
2. NAME OF APPLICANT (Last, First, Middle Name(s), Aññas)		3. SEX	4. PLACE OF BIRTH	
Kelly, Roberta Lynn (aka Burns, Roberta Lynn)		<input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE	a. CITY Arlington	b. COUNTY Tarrant
			c. STATE TX	
5. DATE OF BIRTH (YYYYMMDD) 19880616	6.a. RACIAL CATEGORY (X one or more)		b. ETHNIC CATEGORY	
	<input type="checkbox"/> (1) AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> (2) ASIAN <input type="checkbox"/> (3) BLACK OR AFRICAN AMERICAN		<input type="checkbox"/> (1) HISPANIC OR LATINO <input checked="" type="checkbox"/> (2) NOT HISPANIC OR LATINO	
	<input checked="" type="checkbox"/> (4) WHITE <input type="checkbox"/> (5) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		7. SOCIAL SECURITY NUMBER XXX-XX-7891	
8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block)				9. DATES RESIDED AT THIS ADDRESS
a. NUMBER AND STREET (Include apartment no.) 216 Pioneer Street	b. CITY Arlington	c. STATE TX	d. ZIP CODE 76010	a. FROM (YYYYMMDD) 19970601
				b. TO (YYYYMMDD) Present
10. PERSON MAKING THIS REQUEST				
a. NAME (Last, First, Middle Name(s)) Anderson, Jeffrey Burton	b. RANK SFC	c. SIGNATURE //signed//		d. TITLE Army Recruiter
SECTION II - (To be completed by Applicant)				
PRIVACY ACT STATEMENT				
AUTHORITY: Title 10 United States Code, Sections 504, 505, 508, and 12102; E.O. 9397. PRINCIPAL PURPOSE: To determine eligibility of a prospective enlistee in the Armed Forces of the United States. ROUTINE USES: Information collected on this form may be released to law enforcement agencies engaged in the investigation or prosecution of a criminal act or the enforcement or implementation of a statute, rule, regulation or order; to any component of the Department of Justice for the purpose of representing the DoD. DISCLOSURE: Voluntary; however, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States.				
The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.				
11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.		SIGNATURE		
SECTION III - (To be completed by Police or Juvenile Agency)				
The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.				
12. HAS THE APPLICANT A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? (If YES, what was the offense or charge, date, disposition and sentence?) <input type="checkbox"/> YES <input type="checkbox"/> NO				
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (If YES, give details.) <input type="checkbox"/> YES <input type="checkbox"/> NO				
In accordance with 5th Recruiting Brigade memorandum of instruction dated 28 January 2010, on file at Dallas Recruiting Battalion, the Texas Department of Public Safety charges a \$5 fee for release of arrest and conviction information.				
THIS IS TO CERTIFY THAT THE ABOVE DATA AS CORRECTED ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.				
14. DATE (YYYYMMDD) 20100303	15. TITLE Recruiter	16. VERIFIED BY (Signature) //signed//		
LAW ENFORCEMENT AGENCY MAIL TO: Texas Department of Public Safety P.O. Box 4143 Austin, TX 78765		RECRUITING AGENCY MAIL FROM: U.S. Army Recruiting Station ATTN: SFC Anderson 627 N. Cooper Street Arlington, TX 76010		

DD FORM 369, MAR 2007

PREVIOUS EDITION IS OBSOLETE.

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Figure 2. Sample of a completed DD Form 369 with statement

PROBATION OFFICER AND/OR COURT RECORDS REPORT

(For use of this form see USAREC Reg 601-94)

TO: Irving Municipal Court
1060 O'Connor Street
Irving, TX 75123

DATE: 1 November 2009

INDIVIDUAL NAMED BELOW IS A POTENTIAL ENLISTEE IN THE UNITED STATES ARMY:

NAME:

Peterson, Nathaniel Ray

DATE OF BIRTH:

15 March 1979

ADDRESS: 135 Walnut Hill Lane Irving Dallas TX 75038
(Street) (City) (County) (State) (ZIP Code)

Applicant claims to have a record of civil offenses and/or juvenile dispositions. This is not in itself a bar to enlistment, providing a waiver of such adjudications or convictions is granted and providing he or she is otherwise qualified. Fitness for military service is judged by the individual's character at the time of enlistment application.

In order that the individual's moral qualifications for enlistment may be determined, it is requested that you complete this form's reverse side. Please include information on any charge(s), conviction(s), or adjudication(s).

Thank you for your assistance in this matter.

RETURN TO: U.S. Army Recruiting Station
ATTN: SFC Bell
1150 N. Beltline
Irving, TX 75038

Request that you release all information concerning my juvenile and/or adult record.

(Signature of applicant)

Figure 3. Sample of a completed USAREC Form 1037

If individual, Peterson, Nathaniel Ray, has any type of record please complete the following:
(Name)

Date: 1 November 2009

Technical name of offense for which tried	Date of offense	Date of trial or hearing	Disposition to include sentence (also list charges amended or reduced to a lesser charge)	Indicate whether probation was supervised or unsupervised	What are the conditions of probation (including unsupervised probation) or conditional release	Was guilty entered in court records	Inclusive date(s) of civil custody (jail time)	Maximum penalty when committed by an adult	Tried as an adult or juvenile
Is there any pending court action? <input type="checkbox"/> Yes <input type="checkbox"/> No					Remarks and recommendation (include ability to work with others, character, family background, etc):				
Have all fines (and/or restitution) been paid? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA									
Name of Agency:				Signature:			Official Title:		

USAREC Form 1037, Rev 1 Jun 2009 (Reverse)

Figure 3. Sample of a completed USAREC Form 1037 (Continued)



REPLY TO
ATTENTION

**DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING STATION
1150 N. BELTIME
IRVING, TEXAS 75038**

RCSW-XX

16 February 2010

Dallas County Jail
111 North Industrial Avenue
Dallas, TX 75235

Dear Sir:

The person named below has made application for enlistment in the United States Army. It is believed he was committed to your institution.

Daniel, Louis Robert - 123 North Dixie, Irving, TX 75038

A record of juvenile adjudication or civil conviction is not in itself a bar to enlistment, providing a waiver of such adjudication or conviction is granted and providing he or she is otherwise qualified. Fitness for military service is judged by the applicant's character at time of enlistment application.

Your assistance in furnishing certain information concerning applicant will be very helpful in determining his or her acceptability for military service. The reverse side of this letter reflects the information desired and may be used for your evaluation.

Your cooperation in this matter will be appreciated.

Sincerely yours,

Jeffrey L. Smith
Sergeant First Class, U.S. Army
Army Recruiter

1 Encl
Return envelope

USAREC FL 41, Rev 1 Jan 1991 (Previous editions will be used)

V1.00

Figure 4. Sample of a completed USAREC FL 41

INCLUSIVE DATES OF COMMITMENT:

TERMS OF RELEASE (PAROLE OR AFTER CARE OR COMPLETE DISCHARGE FROM JURISDICTION OF STATE OR COURT WHICH ORDERED COMMITMENT):

REMARKS (TO INCLUDE COMPLIANCE WITH RULES AND INSTRUCTIONS):

SIGNATURE and DATE

TITLE

NAME OF INSTITUTION

USAREC FL 41, Rev 1 Jan 1991 (Reverse)

Figure 4. Sample of a completed USAREC FL 41 (Continued)



REPLY TO
ATTENTION

DEPARTMENT OF THE ARMY
U.S. ARMY DALLAS RECRUITING BATTALION
1350 WALNUT HILL LANE, SUITE 150
IRVING, TEXAS 75038-3045

RCSW-XX

SUBJECT: Release of Arrest Information

DATE: 1 November 2009

Agency: Dallas County Sheriff Department

Dear Sir:

Applicants for the United States Army are required to disclose any prior involvement with law enforcement agencies. United States Army recruiting personnel are required to verify the record of those applicants with an admitted or suspected arrest.

I request your assistance in supporting the efforts of United States Army recruiters in obtaining arrest information when it is consistent with State and Local laws.

Please indicate the policy of your department concerning the release of information to United States Army recruiting personnel by completing the following:

This department will release arrest record information to U.S. Army recruiters.

In person

By mail

Telephonically

Requirement:

Written consent of applicant

Written consent of parent or guardian

Fingerprints required

Fee (\$ _____)

This department will/will not release arrest record information to applicant, parent, or guardian.

This department is precluded from releasing information pursuant to the following Penal Code

Other (Please explain) _____

Date Signed

Signature and Title of Department Representative

Thank you for assisting us in our recruiting effort.

Sincerely,

James J. Walton
Lieutenant Colonel, U.S. Army
Commanding

Appendix A References

Section I Required Publication

AR 601-210

Active and Reserve Components Enlistment Program. (Cited in para 5d(3).)

Section II Related Publications

There are no entries for this section.

Section III Prescribed Forms

USAREC Form 1037

Probation Officer and/or Court Records Report. (Prescribed in paras 4c, 5i, 5i(1), 5i(2), 5j, 5k(1), 5k(2), 5k(3), 5l, 5n, and 5n(1).)

USAREC FL 41

Request for Information From Institution. (Prescribed in para 5m.)

USAREC FL 146

Release of Arrest Information. (Prescribed in paras 5n and 5n(1).)

Section IV Referenced Form

DD Form 369

Police Record Check.

Glossary

Section I Abbreviations

GC
guidance counselor

PAL
police agency list

USAREC
U.S. Army Recruiting Command

Section II Terms

court
Implies juvenile justice system, family court, juvenile court, city and/or municipal court, and county court. (Note: The meaning of the terms city, county, and state differs in some jurisdictions. Some jurisdictions use different names for these political divisions. In the state of Louisiana, for example, a county is called a parish. In New York state, counties are further subdivided into towns, which comprise cities and villages.) When police or other agency checks are required, the recruiter must check with all the law enforcement and judicial agencies that have jurisdiction.

law enforcement agencies
Implies city police department, county sheriff department, state troopers and/or highway patrol, college campus police, and military provost marshal.

USAREC

ELECTRONIC PUBLISHING SYSTEM

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