



### **Fingerprinting Instructions**

Take the DHR Vendor Certification Form (authorization to get fingerprinted) and **sign highlighted portion in front of a notary**. This form will be sent to DHR so your 54.00 fingerprint fee can be waived. Once DHR approves, Andy Bishop, Ministry and Volunteer Coordinator will contact you with the instructions to get a live fingerprint scan done.

Once all forms are completed and signed, return in person, by mail PO Box 547 Fairfield, AL 35064, by fax 205-780-0750, or scan/email to [andy@grace-house.org](mailto:andy@grace-house.org), Andy will contact you with the next steps to become a mentor/visiting resource.

Please refer to the volunteer manual contact list and contact Andy if you have any questions!

# DHR VENDOR CERTIFICATION FORM

**DHR FEE PAID**

Alabama Department of Human Resources  
Office of Criminal History  
P.O. Box 304000  
Montgomery, Alabama 36130-4000  
(334) 353-5400

Type or print legibly

**First Name:**

**Middle:**

**Last:**

**Employer:**

**Contract Number:**

**Contract Expiration Date:**

**Job Title:**

**Social Security #:**

Section 38-13-3(a)(3), Ala. Code (1975) provides as follows: *An applicant in a position in the Department of Human Resources which requires unsupervised access to children, the elderly, or individuals with disabilities as one of the essential functions of the job....*

*Criminal history background checks shall be required for prospective and current personnel under contract with the Department of Human Resources or working with another entity under contract with the Department of Human Resources, students, mentors, and volunteers in positions requiring unsupervised access to children, the elderly, or persons with disabilities as one of the essential functions of the job. The Department of Human Resources shall pay any fees related to checks required pursuant to this subdivision.*

I, \_\_\_\_\_, (**Printed Name of Applicant**) hereby certify that the position I hold, as indicated above, meets the criteria described under Section 38-13-3(a)(3), Ala. Code (1975). I understand that falsifying information on this form may result in criminal and/or civil penalties, including, but not limited to, the applicant/employer paying for the above-referenced criminal history check and/or the Department of Human Resources terminating its contractual relationship with the entity with whom I am employed.

I, \_\_\_\_\_, (Printed Name of Employer) hereby certify that the position the employee holds, as indicated above, meets the criteria described under Section 38-13-3(a)(3), Ala. Code (1975). I understand that falsifying information on this form may result in criminal and/or civil penalties, including, but not limited to, the applicant/employer paying for the above-referenced criminal history check and/or the Department of Human Resources terminating its contractual relationship with the entity that I represent.

\_\_\_\_\_  
**Signature of Applicant/Employee (Before Notary)**

\_\_\_\_\_  
Signature of Employer/Agency Head (Before Notary)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Sworn to and subscribed before me

Sworn to and subscribed before me

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.