



Criminal History Records Check Results Request

I _____ am requesting that the San
(Print Name)

Antonio International Airport Badge and ID Office provide me a copy of my Criminal History Records Check (CHRC) results for my records.

Signature _____

Date _____

Information for the applicant:

When one (1) or more open charges appear on the CHRC, the applicant must provide a certified true copy of the information from the appropriate court indicating the final disposition.

This documentation must be official, signed court documents indicating disposition for the charge(s) in question.

However, if the applicant is unable to obtain the documentation above, a recent misdemeanors record check (run) AND/OR a recent felonies record check (run) must be obtained on the applicant encompassing the date(s) of the charge(s) in question from the municipal, county, or federal court from where the charge(s) were processed. These must be certified with the agency seal and/or an authorized signature.

Please contact our office at 210-207-3410 and schedule an appointment when you have obtained courts documents. The document(s) must be brought to the San Antonio International Airport Badge and ID Office for review within 30 days of the initial meeting regarding the CHRC results.

FAXED OR COPIED DOCUMENTS WILL NOT BE ACCEPTED.