

MEMORANDUM

To: Law Enforcement Agency
Fingerprint Division

FROM: West Central School District

DATE:

RE: Required Criminal Background Check

Attached hereto please find two fingerprint cards provided to the West Central School District by the South Dakota Division of Criminal Investigation, together with an envelope addressed and stamped for submission of the completed fingerprint cards to the Division of Criminal Investigation. In addition, you will find enclosed a certification wherein you can indicate to us that the fingerprint cards have been completed and sent to the Division of Criminal Investigation. I also enclose an addressed, stamped envelope for you to return the certification to the School District. Please complete the fingerprint process and mail the cards, together with the applicant's check for _____, to the South Dakota Division of Criminal Investigation.

We certainly thank you for assisting in this endeavor designed to protect the children of the district. If there is any charge for your agency's part of this service, please collect the same from applicant.

If you have questions, please do not hesitate to call the Superintendent's Office at the School District, telephone: 605-528-3217.

Attachment