

**BACKGROUND CHECK REQUEST  
DENVER COMPLEX**

**ALL REQUESTS WHICH ARE ILLEGIBLE OR INCOMPLETE WILL BE RETURNED UNPROCESSED**  
All Background Check Requests are routed to the External Custody/Control Manager prior to visit approval.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Driver License # \_\_\_\_\_ State: \_\_\_\_\_

Organization/Company: New Beginnings Church

Staff Requesting Clearance: Capt Arnold Extension 2661

Reason for Access: Worship Service

Arriving Facility :                      Diagnostics                      Women's

Date & Time: \_\_\_\_\_

Contact Person upon Arrival: Chaplain Cardin Extension 2669

Visitor will be escorted by: Chaplain Cardin

Area Manager Approval (Signature Required): \_\_\_\_\_

APPROVED

DENIED

Custody/Control Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BADGES:	Special instructions, access limitations, items allowed in:
RED Escort required: <input type="checkbox"/>	
GREEN Escort not required: <input type="checkbox"/>	
Escort not required: Restricted Access badge <input type="checkbox"/>	

**BACKGROUND CHECK RESULTS**

Clear NCIC	Yes	No	Valid Driver's License	Yes	No
Clear CCIC	Yes	No	Visitor List	Yes	No
Clear Wants/Warrant	Yes	No	Volunteer List	Yes	No

Dated Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Completed by: (Name and Title) \_\_\_\_\_