

**REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION  
FOR NON-CRIMINAL JUSTICE PURPOSE**  
(Type or Print All Information)

**Requesting Agency**

Chicago Housing Authority, Housing Choice Voucher Program  
60 E. Van Buren, Chicago, IL 60605

**Name (including Maiden Name, if applicable)**

(First Name) (Middle Initial) (Last Name) (Maiden Name)

**Are you the Head of Household? If not, please list his/her name below:**

(Head of Household) (Voucher #)

**Address (including ZIP)**

(Number) (Street) (City) (State) (ZIP)

Date of Birth (00/00/0000)	Sex	Race	Social Security Number
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(Month/Day/Year)

**Authority:** Title 24 Part 5 Section 903 of the Code of Federal Regulations authorizes any Public Housing Authority that administers the Housing Choice Voucher Program and/or a public housing program to obtain criminal conviction records from a law enforcement agency, defined in Section 902.

**Purpose:** In signing this consent form, you allow the Chicago Housing Authority (CHA) to request and obtain criminal background/conviction records from law enforcement agencies.

**Use of Information:**

- Initial screening of Applicants and determination of continued eligibility for assistance under the Housing Choice Voucher (HCV) Program, moderate rehabilitation program and project-based voucher program
- Initial screening of Applicants and determination of continued eligibility for assistance under the project-based voucher program, at the request of the Owner
- Enforcement of leases and eviction of residents by a Section 8 project Owner

**Additional HCV Program Administrative Plan Requirements:**

- Prior to granting approval to move to a new unit, whether within or outside of CHA's jurisdiction, CHA will conduct a criminal background check for each family member 18 years of age or older.
- Prior to granting approval to a family to port in or out of its jurisdiction, CHA will conduct a criminal background check for each family member 18 years of age or older. If a criminal background check was conducted within the last 120 days by the jurisdiction from which the family is porting, CHA will not conduct a criminal background check until re-examination.
- At re-examination, CHA will conduct a criminal background check for each household member 18 years of age or older, including Live-In Aides. In addition, CHA will obtain police reports on household members 17 years of age or older who have been reported to have engaged in criminal activity within the last five years.

**Consent:** I consent to allow CHA to request and obtain criminal background/conviction records from law enforcement agencies for the purpose of verifying my eligibility and/or continued assistance in the Housing Choice Voucher Program. This consent form expires 27 months from the signature date below. Note that any information obtained pursuant to this consent may be utilized in accordance with 24 CFR Part 982, et seq.

Signature

Date

\*rev. 9/11, barcode: Criminal Request

**CHA HOUSING CHOICE VOUCHER PROGRAM OFFICE LOCATIONS**

[ ] **Central Office**  
60 E. Van Buren Street, Chicago, IL 60605

[ ] **Southwest Office**  
10 W. 35th Street, Chicago, IL 60616

**CHA Customer Call Center / TTY**  
312-935-2600 / 312-461-0079

[ ] **South Office**  
1749 E. 75th Street, Chicago, IL 60649

[ ] **West Office**  
2750 W. Roosevelt Road, Chicago, IL 60608

**Web**  
www.thecha.org/hcv