



State of Alaska

Criminal History Background Check

Full Name _____

Phone _____

Identification Type

Identification Number

1) _____

ID# _____

2) _____

ID# _____

Signature _____ Date _____

- Background checks must be done in-person
- Two pieces of identification are required. One must be a valid driver's license, state identification card, passport or military identification. The other must have the requestor's signature on it.
- No copies of your identification will be accepted. You must bring the originals
- We will only check in the State of Alaska. Any out-of-state checks must be requested through that state.
- We will not honor any request for faxed or mailed copies, and no requests will be honored from sources where you have signed a release.

Payment will be billed to the City of Seward department requesting the background check
c/o Human Resources

Approved by _____ Date _____

Ashleigh Lipsey, Human Resources Manager