



# Criminal History Background Check –Request Letter

Requestor	
First/Last Name	
Address	
Phone Number	
Company Name	
Company Address	

I am requesting a criminal history background check for personal review pursuant to 28CFRSC16.30-16.34.  
Please mail the results of the check to the following address:

City of Crystal Lake  
100 W. Woodstock Street  
Crystal Lake, IL 60014  
Attn: Licensing

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only	
Date Required	
Reason for Background Check	