

**INSTRUCTIONS**  
DHS 1200 (Rev. 06/16)

**REQUEST FOR EXEMPTION  
(FROM CRIMINAL HISTORY RECORD AND BACKGROUND CHECK STANDARDS)**

**PURPOSE:**

The DHS 1200, Request for Exemption form allows for individuals to request exemption from the requirements of the Med-QUEST Division's (MQD) Criminal History Record and Background Check Standards.

**GENERAL INSTRUCTIONS:**

This form shall be used by individuals working for or seeking employment with organizations that have contracts with the Department for the provision of direct services (or serve in direct contact) to an MQD beneficiary.

**SPECIFIC INSTRUCTIONS:**

1. Complete a separate DHS 1200 form for **EACH** exemption being requested. For example, if exemptions from a Criminal Conviction Record Check and a Protective Services Central Registry Check are being requested, two (2) separate DHS 1200s shall be completed and submitted.
  
2. Completely fill out Section I for the Individual Seeking Exemption. This includes information such as:  
Last Name, First Name and middle initial as appropriate  
Signature of individual  
Social Security number  
Date of birth  
Home and mailing address  
Home and business telephone numbers
  
3. Please fill out Section II, Reasons for Exemption- Self-Explanatory
  
4. Once completed, return form to:  
Fieldprint, Inc.  
12000 Commerce Parkway Suite 100  
Mount Laurel, NJ 08054

**FILING/DISTRIBUTION INSTRUCTIONS:**

The original completed form shall be returned to the DHS designee, at the above address. Individuals completing/submitting the form should retain copies for themselves. DHS 1200 shall be photocopied as needed.