

VOLUNTEER BACKGROUND CHECK REQUEST

Disclosure & Notice Statement Pursuant to the Fair Credit Reporting Act

In connection with your employment or volunteer application and for other employment or volunteer purposes, the Archdiocese of Seattle (the "Archdiocese") may seek background information about you from a consumer reporting agency. This information will be in the form of consumer reports.

These reports may be obtained at any time after the Archdiocese receives authorization from you, including any time during the period of your employment if the Archdiocese hires you, or during any period in which you are a volunteer.

Consumer reports include any written, oral or other communication of information by a consumer reporting agency bearing on your character, general reputation and other characteristics that is expected to be used for employment purposes or for determining whether you may become a volunteer. Consumer reports may include criminal records and driving records, among other resources.

Trak-1, our background check vendor, or another consumer reporting agency, will obtain the reports for the Archdiocese. Since these reports are being obtained from a third-party consumer reporting agency, the Archdiocese is complying with the requirements of the Fair Credit Reporting Act.

Signature

Date

Printed Name

VOLUNTEER BACKGROUND CHECK REQUEST

The Archdiocese of Seattle may require volunteers in any Archdiocesan parish, school, or other activity to undergo a criminal background check. Each volunteer is responsible for notifying the Archdiocese of any changes in background information that might render him/her ineligible for service. The parish and Archdiocese of Seattle reserve the right to decline to accept the services of a volunteer or to request an individual to withdraw from volunteer service whenever, in the judgment of the Archdiocese, it is in the best interest of the Archdiocese to do so.

This information is for background check purposes only:

EMAIL ADDRESS*: _____

NAME: _____
First
Middle
Last

GENDER (please circle): M / F DATE OF BIRTH: ____/____/____
MM
DD
YYYY

 HOME ADDRESS FORMER ADDRESS

 CITY, STATE, ZIP CITY, STATE, ZIP

 DRIVER'S LICENSE NUMBER STATE ISSUED

** **Please note:** In the event that records are found, a copy of the report may be sent to the email address provided. Please do not use a communal email address or an email belonging to anyone you would not feel comfortable seeing the results.*

Authorization to Obtain Consumer Reports under the Fair Credit Reporting Act

I acknowledge that I have received and read the *Fair Credit Reporting Act Background Check Disclosure* and this authorization. I certify that I understand the documents I have received.

I hereby authorize Archdiocese of Seattle (the "Archdiocese") or its authorized agents, for employment or volunteer purposes, to obtain or prepare consumer reports at any time after it receives this authorization, including any time that I may be employed by or volunteer in the Archdiocese.

I hereby authorize law enforcement agencies, public and private schools, federal, state and local agencies and courts, credit bureaus, information bureaus, current and former employers, financial institutions, licensing agencies, governmental agencies, the military, and other individuals and entities to provide any and all information that is requested by Trak-1, other consumer reporting agencies or the Archdiocese.

I certify that the information provided on this form is true and correct. I understand that any information that I provide in an employment or volunteer application or that I otherwise disclose during my employment or the period during which I am a volunteer may be used to obtain consumer reports.

 Signature

 Date

 Printed Name

For Internal Use Only: Parish/School ID #: _____ Parish/School Name: _____ City: _____

SETA Net ID #: _____ Person who submitted background check: _____ Date: _____ ID verified: _____
(initial)