

ADMIN ONLY: Check box for Additional Report

Motor Vehicle Report (MVR): \$4 plus access fees

The minimum package includes:

- Social Security Address Trace: \$3
- Nationwide Criminal Database: \$8
- Additional counties searched for applicants who have moved counties within 7 years: \$7
- County Criminal Records: \$8
- Nationwide Sex Offender Registry: \$3

INSTRUCTIONS: THE APPLICANT SHOULD RECEIVE A COPY OF THE **DISCLOSURE OF INTENT TO OBTAIN A CONSUMER REPORT** AND A COPY OF **SUMMARY OF RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** TO KEEP FOR THEIR RECORDS AT THE SAME TIME THEY SIGN THIS RELEASE.

THE SIGNED **PERMISSION TO REQUEST A CONSUMER REPORT** SHOULD BE FORWARDED TO THE DIOCESAN OFFICE USING SHARE FILE, FAX (205-715-2066), OR BY MAIL (521 20th St. N. Birmingham, AL 35203 ATTN: Background Checks). Contact Makenzie Oeder at 205-358-9221 with any questions.

PERMISSION TO REQUEST A CONSUMER REPORT (BACKGROUND CHECK)

I understand that a background check may be performed on me as a part of the interview/employment process. A professional company prepares the report and is limited to the purposes and procedures described in the disclosure. I hereby give my unreserved consent to this background check. I understand that employment or participation in children and youth ministries is dependent upon the completion of this report and that any offer of employment may be withdrawn should the report indicate a criminal conviction. I acknowledge receipt of a copy of the Disclosure of Intent to Obtain a Consumer Report and a copy of the Summary of Consumer Rights.

Ms. Mrs. Mr.

Legal Name: _____
First Middle Last

Signature: _____ **Date:** _____

Name and city of Employing Parish: _____

Applicant's Date of Birth: _____

Social Security Number: _____ - _____ - _____

Email Address: _____

Applicant's Position/Role: _____

Applicant's Address: _____

City/State/Zip _____

Have you lived in this county for 7 or more years? YES NO

Is this your home parish (where you go to church)? YES NO

Would you like to receive The Alabama Episcopalian newspaper? YES NO

ONLY REQUIRED IF ADDING MOTOR VEHICLE REPORT TO SEARCH:

License Number: _____ Issuing State: _____

DISCLOSURE OF INTENT TO OBTAIN A CONSUMER REPORT (BACKGROUND CHECK)

As part of the interview/employment process we will request a background check. A professional company under contract prepares the report. These searches will be conducted by Verified First, Phone: 888-670-9564, Fax: 208-266-2310, Mailing Address: 1550 S Tech Lane Suite 110 Meridian, ID 83642. This report looks specifically for any convictions for criminal misconduct. You have the right to request additional disclosures of the nature and scope of the investigation. We are providing along with this disclosure a copy of the Summary of Consumer Rights as required by Section 609 of the Federal Consumer Rights Act. The information obtained in the consumer report is used only in the determination of eligibility for employment. The information is not shared with any other organization or agency.