

AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CRIMINAL RECORDS SCREENING

The Virginia Conference of The United Methodist Church and boards, commissions, and agencies under its organization are responsible for ensuring a safe environment at any and all Conference events on behalf of children, youth and at-risk adults. To this end, the Conference has implemented a "Child/Youth/At-Risk Adult Protection Policy" in order to:

- 1) Establish reasonable procedures to reduce the risk of physical, emotional and sexual abuse of our children, youth, and vulnerable adults as they participate in Conference events;
- 2) Protect our children, youth, and vulnerable adults; and
- 3) Protect our staff and volunteers from false allegations of misconduct.

All new and returning volunteers, including camp staff members, child care, and youth workers, must have a criminal record screening repeated every five (5) years or three years (3) as required by Federal law for volunteers of Emergency Response Teams.

I understand and agree to the following:

1. A background check is not only for the benefit of the Virginia Conference UMC as a sound practice, but also for the benefit of all who participate in ministry programs. It is no reflection on an applicant. I have read, understand, and signed the separate Disclosure concerning my rights.
2. All reports are confidential, and provided to Virginia Conference UMC for the purpose of service within ministry settings only. If required as part of the screening, consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law. Screening One may be contacted by writing to: Screening One, Inc., 2233 W. 190th Street, Torrance, CA 90504.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to the Virginia Conference UMC or Screening One.
5. I further release all of the above, including the Virginia Conference UMC and Screening One, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.
7. The information contained on this authorization/release form is true and correct and that my application or service may be terminated based on any false, omitted, or fraudulent information.

Your signature _____ Date _____

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.

Last Name First Name Middle Name Social Security Number

DOB: ____/____/____

Former Names Date(s) of Name Change(s)

Name on Driver's License Driver's License or I.D. Number State of Issue

**PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED
FOR THE PAST SEVEN YEARS INCLUDING ZIP CODES**

CURRENT:

FORMER:

FORMER:

FORMER:

FORMER:

FORMER:

FORMER:

DISCLOSURE

In keeping with the Child/Youth/At-Risk Adult Protection Policy adopted by the Virginia Conference of The United Methodist Church, any staff member or volunteer 18 years of age or older who is not covered by Virginia Conference employment policies will complete the necessary forms for a criminal records check and permit transmittal of the official written results of this check directly to the Conference Office sponsoring the program. Procedures for payment will be established by each individual Board, Commission, or Agency.

This policy is a practice that protects everyone by helping to promote safe and secure ministry settings. Inquiries are limited to information that affects task performance and ministry setting needs. The background screening is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA) as applicable. The screening will be conducted by Screening One, Inc., an outside agency.

1. The report consists of information deemed to have a bearing on service within ministry settings of the Virginia Conference UMC, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, identity, past addresses, and social security number.
2. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact Company or Screening One, Inc. at (888) 327-6511, or at 2233 W. 190th Street, Torrance, CA 90504.
3. Before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).

I, _____, hereby consent and authorize the Virginia Conference UMC and/or Screening One, Inc. on the Conference's behalf, to prepare each report as defined above for the purposes of service within Conference ministry settings before the time of service begins or at any time during the term of service.

DATE _____

SIGNATURE _____

PRINT NAME _____