

Employee/Volunteer Criminal Background Check Request Form

Dear Employee/Volunteer,

As you are aware, the *Charter for the Protection of Children and Youth*, approved by the Catholic Bishops in November 2002, requires dioceses to conduct criminal background checks on all diocesan personnel and volunteers. To accomplish this we will conduct a criminal check on you through Wisconsin's Crime Information Bureau and a national data-bank criminal check, conducted by ChoicePoint, Inc.

(www.volunteersselectplus.com). **We will only be conducting a criminal check.**

ChoicePoint is considered a consumer reporting agency, subject to the laws of the federal Fair Credit Reporting Act (FCRA). These laws require that before a "consumer credit report" (which includes criminal record checks) is completed, you receive a summary of your rights under the FCRA (available upon request), and that you grant the parish the authority to obtain this report.

Please complete the authorization form below and return it to Mary Jorgensen. If you have any questions please feel free to call me at 414-332-1164, ext. 3044. Thank you for your assistance.

_____ Mary Jorgensen, Safe Environment Education coordinator

Consumer Credit Report Authorization

In order to ensure that the Archdiocese of Milwaukee is operating in a safe and sound manner, consistent with its responsibilities and obligations to the faithful and to the community, the Archdiocese requests that a "consumer credit report" as that term is defined in the Fair Credit Reporting Act (15 U.S.C. §1681a), be prepared for employment and volunteer purposes, following the date you sign this document. Your signature below will grant and acknowledge the archdiocese's authority to obtain such a consumer credit report.

I hereby acknowledge that I have read the foregoing and understand this disclosure, and agree to grant the Archdiocese of Milwaukee, its subsidiaries and affiliates, and its and their employees and agents, authority to obtain a consumer credit report (criminal record check).

(Last name) (First name) (Middle name)

(Date of birth) (Social Security #)

(Former/other names used) (Current Address--Street, City, State, ZIP)

(Signature) (Date)

Please Note: All information submitted including social security number will be held in strictest confidence and will not be used for any other purpose.