
**Attachment 2 – Authorization and Release for the Procurement of a
Criminal Records Background Check**

St. Matthias United Methodist Church (SMUMC) is responsible for ensuring a safe environment on behalf of children and youth. To this end, SMUMC has implemented a policy and procedures to:

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

As stated in the policy, staff and volunteers must have a criminal record background check. This background check will be repeated every five (5) years.

I understand and agree to the following:

1. A background check is not only for the benefit of SMUMC 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 SMUMC and the Virginia Conference UMC for the purpose of service within ministry settings only.
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 companies; current employers and municipal, county, state, and federal agencies and courts to provide all information that is requested to the Virginia Conference UMC or Screening One.
5. I further release those listed in para 4, 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 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 my application or service may be terminated based on any false, omitted, or fraudulent information.

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 Suffix (Jr., Sr., I, II, III, IV)

Former / Alias Name(s):

Last Name First Name Middle Name Suffix (Jr., Sr., I, II, III, IV) Date of Name Change

Last Name First Name Middle Name Suffix (Jr., Sr., I, II, III, IV) Date of Name Change

Last Name First Name Middle Name Suffix (Jr., Sr., I, II, III, IV) Date of Name Change

(Paper will be cut on dotted line and information below it shredded after it is entered on the secure website to initiate the background check)

DOB*: ____/____/____ (month/day/year) SSN*: ____-____-____

*Information can also be self-entered on the secure website to initiate the background check – ask Safe Sanctuary Coordinator for details.

**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 and Youth Policy and Procedures of St Matthias United Methodist Church (SMUMC), any staff member or volunteer will complete the necessary forms for a criminal records background check and permit transmittal of the official results of this check to SMUMC and the Virginia Conference of the United Methodist Church (UMC). Payment will be the responsibility of SMUMC.

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, 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, 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 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 SMUMC and/or Screening One, Inc. on SMUMC's behalf, to prepare each report as defined for the purposes of service within ministry settings before the time of service begins or at any time during the term of service.

SIGNATURE _____

PRINT NAME _____

DATE _____