

**AUTHORIZATION FOR CHRIST UNITED METHODIST CHURCH TO ACCESS  
CRIMINAL AND DRIVING RECORDS**

*(Note: This form is used only for the purpose of criminal background and driving record checks)*

**DISCLOSURE**

By signing below, you acknowledge and understand that in connection with your application for employment with CHRIST UNITED METHODIST CHURCH (including contract for services and volunteer work), which may contain public record information may be requested or made on you including criminal records, driving history records, workers compensation claims history, social security traces, military records, professional licensure records, eviction records and others. Furthermore, you understand that information from various Federal, State, local and other agencies which contain information about your past activities will be requested. You are hereby notified that you have the right to request a copy, upon proper identification and the payment of any legally permissible fees, of the above investigative background report contained in CHRIST UNITED METHODIST CHURCH'S files on you at the time of your request. You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency and a description in writing of your rights under the Fair Credit Reporting Act.

**AUTHORIZATION**

By signing below, you hereby authorize, without reservation, any party or agency contacted by this organization to furnish the abovementioned and requested information. You further authorize ongoing procurement of the above mentioned information, reports and records for twelve (12) months. You also agree that a fax or photocopy of this authorization with your signature is accepted as having the same authority as the original. You further authorize and request, without reservation, any police department or division of motor vehicles to furnish CHRIST UNITED METHODIST CHURCH with any and all background information in their possession regarding you, in order that your employment qualifications may be evaluated.

**ACKNOWLEDGEMENT OF RECEIPT OF SUMMARY OF RIGHTS**

By signing below, you certify you have read and fully understand this disclosure and authorization, all of the information you are providing is true, complete, correct and accurate, and you acknowledge that you have received the attached summary of your rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

The following is information required in order for CHRIST UNITED METHODIST CHURCH to obtain a complete criminal and driving record report.

\_\_\_\_\_  
PRINT FULL LEGAL NAME (First, Full Middle Name, Last Name)

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY

STATE

ZIP

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Birth

\_\_\_\_\_  
DRIVER'S LICENSE NUMBER

ISSUING STATE

\_\_\_\_\_  
OTHER OR FORMER NAMES (aka, maiden names, married names, surnames etc.)

\_\_\_\_\_  
CONSUMER'S SIGNATURE

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

### For California, Minnesota or Oklahoma applicants

[ ] If you would like to receive a copy of the consumer report, if one is obtained, please check this box and read below: If you checked the applicable box and you are California applicant, a copy of the consumer report will be sent within three (3) days of the employer receiving a copy of the consumer report. For California applicants only, if public record information about your character, general reputation, personal characteristics, and mode of living is obtained without using a consumer reporting agency, you will be supplied a copy of the public record information within seven (7) days of the employer's receipt unless you check this box. By checking this box you hereby waive your right to obtain any additional copy of the consumer report.

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identify theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below Washington, DC 20580 1-877-382-4357	Federal Trade Commission: Consumer Response Center - FCRA
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name) Washington, DC 20219 800-613-6743	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks) Washington, DC 20551 202-452-3693	Federal Reserve Board Division of Consumer & Community Affairs
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) Washington, DC 20552 800-842-6929	Office of Thrift Supervision Consumer Complaints
Federal credit unions (words "Federal Credit Union" appear in institution's name) Alexandria, VA 22314 703-519-4600	National Credit Union Administration 1775 Duke Street
State-chartered banks that are not members of the Federal Reserve System Kansas City, Missouri 64108-2638 1-877-275-3342	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921 Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051	Department of Agriculture