

VOLUNTEER Background Check Authorization

Protect My Ministry www.protectmyministry.com (800)319.5581
14499 N. Dale Mabry Hwy, Suite 201 Tampa, FL 33618

Print Legal Name _____
first middle last nickname/maiden

Social Security Number: _____ DOB: (mm/dd/yyyy) _____

Gender: Male Female Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: (Check all that apply): White American Indian/Alaska Native Asian
 Black Pacific Islander/Native Hawaiian Unknown

Telephone Number: _____ Driver's License Number/State _____

Email address: _____ Volunteer Position Desired: _____

Current Address Since: _____
(mo/yr) Street City, State, Zip

Previous Address From: _____
(mo/yr) Street City, State, Zip

Current Occupation & Employer: _____

Yes No – I am requesting a DRIVER'S record check, which includes my driving record.
I understand that in order to drive I must complete the Background Check, Driver's Record Check and show proof of a valid driver's license and insurance to be kept on file.

The information contained in this application is correct to the best of my knowledge. I hereby authorize St. Luke's United Methodist Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes from Protect My Ministry, Inc.

Yes – I have read the 'Summary of Your Rights Under the Fair Credit Reporting Act' and understand all this Background Check includes

I understand the qualifications for determining my eligibility for position sought (volunteer) and understand the procedures in which St. Luke's United Methodist Church has determined necessary.

I authorize St. Luke's United Methodist Church to complete a background check annually as long as I am involved at the same capacity as marked above.

I DO NOT authorize St. Luke's United Methodist Church to complete a background check annually as long as I am involved at the same capacity as marked above.

Signature: _____ Date: _____

Parent's Signature (if minor): _____

OFFICE USE ONLY

Initial check completed on: _____ by _____ for position of _____.

Background Check Information and Summary of Your Rights Under the Fair Credit Reporting Act

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St. Luke's United Methodist Church requires a background check for those that are employed or work with children. Information pertaining to your background check remains confidential. Please see the following information regarding, Adjudication Guidelines, Procedures for Conducting the Background Check and, the Summary of Your Rights Under the Fair Credit Reporting Act . **St. Luke's United Methodist Church reserves the right to disqualify a potential employee, volunteer or other participant due to the findings of this background check.**

To minimize the financial burden to both the applicant and to St. Luke's United Methodist Church, we ask for you to please include \$10.00 to help pay for the Background Check. If you need a Driver's Record Check, please include an additional \$5.00 to offset the cost. Thank you.

I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records, including the National Sex Offender Registry.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to St. Luke's United Methodist Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. I understand that I have the right to request a copy of the report provided by Protect My Ministry, Inc. St. Luke's United Methodist Church and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

St. Luke's United Methodist Church ----- Adjudication Guidelines

If an applicant is found to have been convicted of any of the following offenses, no matter in what timeframe, he or she should not be employed or allowed to work with children. Additionally, pending convictions of or arrests for the following things should be considered disqualifiers unless decided otherwise.

Abuse or assault/battery	Rape	Domestic violence
Child neglect	Felony drug crimes	Theft/robbery
Forgery/fraud	Kidnapping	Arson
Weapons violations	Animal cruelty	Attempted murder
Homicide or manslaughter in any degree		
Crime of sexual nature, including possession or dissemination of pornography		
Any crime, misdemeanor or felony, involving children as either an accomplice or victim		

If an applicant is found to have been convicted of any of the following offenses, within the last 7 years, he or she should not be allowed to work with children: petty theft within the last 7 years or misdemeanor drug charges within the last 7 years

If the applicant is needed for driving, the Driver Background Check also includes convictions of Driving Under the Influence/Driving While Intoxicated within the last 7 years and or vehicular manslaughter within any timeframe. More than 2 driving citations within one year will also disqualify a candidate from driving.

Procedures for Conducting an Authorized Background Check

1. Background Check Authorization is completed and submitted by applicant
2. Authorized personnel will submit information to Protect My Ministry, Inc.
3. Protect My Ministry, Inc conducts the background check
4. Authorized personnel access the applicant's completed background check
5. If the background check produces no activity as mentioned above, form is filed, applicant is approved
6. If the background check produces activity as mentioned above, applicant will be contacted and informed of activity found and disqualification from the position sought.
7. If the background check produces activity that is questionable or concerning, applicant will review submitted personal information for errors. If there are no errors to be found, personnel will give the applicant the contact information for Protect My Ministry, Inc. to file a dispute. During the applicant's research and filing of dispute with Protect My Ministry, Inc, the applicant is considered disqualified until contacted otherwise and a new approved background check is completed.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

You may have additional rights under Maine’s FCRA, Me. Rev. Stat. Ann. 10, Sec 1311 et seq.

• 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore

• 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 1-888-567-8688.

• 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.

• Identity theft victims and active duty military personnel have additional rights.

For more information, visit www.consumerfinance.gov/learnmore

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. For information about your federal rights, contact:

The FCRA gives several federal agencies authority to enforce the FCRA:

TO COMPLAIN AND FOR INFORMATION:	PLEASE CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4367 (Toll-Free)
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
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	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051