

**Please Note: ALL items of pages 1-2 must be completed and submitted to the Diocese. Pages 3-6 remain with the individual.**

## **Roman Catholic Diocese of Boise**

### **CRIMINAL BACKGROUND CHECK RELEASE AUTHORIZATION FOR DIOCESAN/PARISH EMPLOYEES**

**Note: All school employees are fingerprinted with background checks completed through the State of Idaho and consequently do not need to fill out this form**

1. In connection with my employment, I understand that a consumer report or an investigative consumer report may be requested that will include information as to my character. I understand that as directed by Diocesan policy and consistent with the position I hold, you may be requesting information from public and private sources about my court records or criminal background.
2. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies.
3. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by the Diocese of Boise or its agent, to furnish the information described in paragraph one.
4. The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

\_\_\_\_\_  
Applicant's full name (PLEASE PRINT)

\_\_\_\_\_  
Please print other names you have used

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Name of parish/school where you work with children

\_\_\_\_\_  
Signature

Please list all of the Cities and States where you have lived.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Phone Number

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

\_\_\_\_\_  
Today's Date

**COMPLETE PAGE TWO OF THIS FORM**

# Disclosure to Employee Regarding Procurement of a Consumer Report (Criminal Background Check)

In connection with your employment, we may procure a consumer report (such as a criminal background check) on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may obtain an investigative report including information as to your criminal record. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights in the document A Summary of Your Rights. By your signature below, you hereby authorize us to obtain a criminal background check about you in order to consider you for employment.

This report will be processed by:

**Quintana Investigations**  
**777 South Latah**  
**Boise, ID 83705**

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Applicant's Full Name (PLEASE PRINT)

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Applicant's Address

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City/State/Zip:

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Social Security Number

---

Date of Birth

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Signature

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Today's Date

Give a copy of this form with Summary of Rights to applicant.  
Retain a copy for your files.

## 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.” A criminal background check is a consumer report under the FCRA. For purposes of this check Quintana Investigations is a consumer reporting agency. No other consumer reports, such as credit reports, etc., will be obtained under the release and disclosure signed by you. 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.** If the Roman Catholic Diocese of Boise uses a consumer report (criminal background check) to deny your employment or volunteer service - or to take another adverse action against you – we 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 Quintana Investigations. 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 criminal background check;
  - 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 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.
- **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. For more information, go to visit [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **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.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.

## **QUESTIONS AND ANSWERS ABOUT CRIMINAL BACKGROUND CHECKS**

### **What is the purpose of requiring checks?**

We, as a church, value the relationship we have with the youngest and most vulnerable of our faith. Our children are precious, and we must do everything in our power to protect them from harm. While a criminal background check on those who work with children is not a foolproof method of keeping our children safe, it is one small thing that we can do to assure that those who work with our children do not have a history that would make their presence incompatible with our safe environment program. Our goal is to do what we can to create the safest environment possible for our children and young people. We hope that our employees and volunteers understand the importance of this objective, and cooperate fully with this program.

### **Is a credit check being done?**

**NO.** The only check is of the applicant's criminal background. The federal law that requires us to provide information and a summary of rights is called the Fair Credit Reporting Act, but it covers any kind of an "investigation" of an applicant or employee's background, and thus it covers criminal background checks. Under that law, a criminal background check is included in the definition of "consumer report." Do not be confused by the references to "credit" and "consumer report" because the only check being performed is a criminal background check.

### **Who is required to complete the check?**

All church personnel, including priests, deacons, religious, seminarians, educators, parish and school personnel, Diocesan staff, and volunteers who have regular contact with children are required to have a criminal background check as a condition of employment, or as a condition of continuing with the program.

### **How is the check completed?**

The Diocese has contracted with Quintana Investigations to coordinate the background checking program. Certified and classified staff employed at our Diocesan Catholic Schools receive background checks through the State Department of Education. Each person who is checked through the Diocese will be required to sign release and disclosure forms.

### **What information will be disclosed to the Diocese when this check is completed?**

Various types of information will be received in a report prepared by the vendor. This report will be received by the Diocese. Once the employee or volunteer has completed the release forms, the following types of checks will be done:

- (1) Social Security Validation: This is a report that allows the Diocese to determine if the employee or volunteer has provided a validly issued Social Security number, and that the name given is the correct name for that person. The report will disclose if that person has previously used other names, so that a criminal history check can be performed.
- (2) National Crime Check: This report provides information available in a national criminal history database which contains information from various Departments of Corrections and prison systems across the country. This report will reveal if the employee or volunteer has been in the prison system anywhere in the country.
- (3) Federal Convictions: This report provides a report that includes any time spent in Federal custody.
- (4) Sex Offender Report: This report provides a hit if the name, date of birth or social security number is tied to a registered sex offender.
- (5) Statewide Crime Report: This is the most reliable way to assure that all relevant criminal history is revealed. In many states, the only way to assure that all relevant criminal records are checked is to

physically check the records in the county of residence. This check will reveal the type of offense, the date it occurred, and the disposition. Many misdemeanor charges are also included in this report.

### **What information will we be required to provide in order to have the check completed?**

In order to complete the check, employees and volunteers will be required to provide the following information:

- (1) Name
- (2) Date of Birth
- (3) Social Security Number
- (4) Telephone Number

### **Who will review the results?**

The completed report will be provided to Diocesan staff for a review. Quintana Investigations recommends that this review be performed by a person with a Human Resource Management background, because of the subtleties of the possible reports. The Director of Human Resources/CYAP will review the reports and note any potential problems.

### **Will I receive a copy of the report?**

If your criminal background check does not reveal any problems, you will not receive any information. Thus, you can assume that if you do not hear anything you are cleared to work with children. If the check reveals a problem, we will proceed as noted below.

### **How will the Diocese track who has completed the checks?**

The Department of Human Resources/CYAP will be responsible for keeping track of who has completed the checks. The Diocese already has records for employees, and can track which employees have completed the check. Parishes and schools will then be notified regularly who has completed the required checks.

### **How long does a criminal check take?**

Many of the checks noted above are computerized and the turnaround time for the checks is usually two to three business days.

### **Can the employee or volunteer continue to work while the check is being performed?**

Neither employees or volunteers may start work for the Diocese until the check is completed.

### **What will happen if a criminal offense appears on the report?**

Criminal offenses that appear on a report will be screened by the Director of Human Resources/CYAP to determine whether they indicate a potential problem with the safety and security of children. Thus, criminal offenses that are unrelated to that person's position, or are not related to working with children, will be considered irrelevant. A criminal history which does raise a potential problem, however, will be reviewed, perhaps with the employee or volunteer, and with the Bishop, pastor or principal.

### **What if an employee or volunteer has recently completed a background check?**

If a criminal background check has been performed in the last two years, and adequate written proof of the results of that check can be provided, then no check is necessary. The written documentation must be forwarded to the Director of Human Resources. Questions concerning the sufficiency of such a check should also be directed to the Director of Human Resources/CYAP.

### **What is meant by “regular contact with children?”**

Volunteers must be screened if they have regular contact with children. Clearly, those who work in classrooms, either in schools or in religious education programs, are included in the definition of regular contact with children. Also included are counselors, nurses, coaches, bus drivers, Boy Scout leaders, youth ministers, core team members, school staff, lunchroom volunteers, playground supervisors, music teachers, etc. Any person whose contact with children is sufficient to allow the children to form a relationship with the volunteer should be checked. Questions about specific circumstances can be directed to the Director of Human Resources/CYAP.

### **How does this check help the Diocese in its Safe Environment program?**

These background checks are only one part of the complete safe environment program. For new employees and volunteers, not only should this criminal background check be completed, but we should also check references and require the potential employee or volunteer to answer questions regarding their background in working with children, and their understanding of appropriate behavior. We can screen for those with potential problems, but we must also make sure that there are standards of behavior in our church, and that everyone understands the appropriate behavior that will help create a safe environment for children and young people in our church. Thus, our safe environment program also includes Sexual Misconduct policies, and a Safe Environment workshop. All employees and volunteers will be required to attend that program as well, and acknowledge receipt of the Sexual Misconduct policies.

### **What if we have questions or problems in completing the required authorization forms?**

Contact the Director of Human Resources/CYAP, at (208) 350-7555 or via email at [bfontaine@rcdb.org](mailto:bfontaine@rcdb.org). Our vendor, Quintana Investigations at [rcdb@quintanainvestigations.com](mailto:rcdb@quintanainvestigations.com), will also provide customer assistance in completing the forms.