

Roman Catholic Diocese of Boise

**CRIMINAL BACKGROUND CHECK
Permission to Procure an Investigation Report**

Diocesan/Parish Employees, Volunteers & Clergy

Location of Ministry _____ Parish or School _____

Are you an Employee/Volunteer/Clergy (circle one)

Name the Ministry you will be working in. _____

(Please do not leave blank)

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.

**Fax Page 1 & 2 of this document to the Office of Child, Youth and Adult Protection
Attention Veronica Childers (208) 489-7475**

Please type or print legibly

Name: _____
FIRST MIDDLE LAST

Address: _____

City: _____ State: _____ Zip: _____

Please list other names/alias used and dates of name change (including maiden name):

FULL NAME DATE

FULL NAME DATE

FULL NAME DATE

Date of Birth: ____/____/____ Social Security Number: ____/____/____

Phone Number: ____/____/____ Cell Number: ____/____/____

E-Mail Address: _____

RESIDENCES: If you have lived in a state other than Idaho in the past 10 years, please list the following information, including the years in which you lived there. *Please continue on a separate sheet of paper if more room is needed.*

State: _____ City: _____ County: _____ Years: _____ to _____
State: _____ City: _____ County: _____ Years: _____ to _____
State: _____ City: _____ County: _____ Years: _____ to _____
State: _____ City: _____ County: _____ Years: _____ to _____

Has the applicant ever been convicted of a crime involving children? Yes _____ No _____

Has the applicant ever been convicted of a crime? Yes _____ No _____

Is this background check a New Request or Renewal? _____

INVESTIGATIVE CONSUMER REPORT AUTHORIZATION

In connection with my application I understand that an investigative consumer report may be requested that may include information regarding my court records both civil and criminal, my driving records, educational and professional credentials, and personal and professional references. This may come from either public or private sources and may contain information regarding my character, experience, work habits, and reasons for termination from past employers. I understand that this document shall be kept on file and may be used at any time during my employment to procure an investigative report. I hereby release and discharge to the extent permitted by law, Roman Catholic Diocese of Boise, its employees, any individual or agency obtaining information for Roman Catholic Diocese of Boise, my personal and professional references, and my former employers, from any and all claims known or unknown, damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with this background investigation. I also understand that I may (1) request in writing the nature of the information obtained, and (2) request a written summary of my rights under the Fair Credit Reporting Act. I hereby agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future. I have read, understand and agree with the above.

Signed _____ Date _____

Witnessed (trainers or parish/school personnel signature) _____ Date _____

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 CICS Employment Services, Inc. is the 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 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 yourself as reported by CICS Employment Services, Inc. You can contact them at 800-660-0507. 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 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 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.

- **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. 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 CICS Employment Services, Inc. to coordinate the background checking program. Certified and classified staff, including Day Care providers, employed at our Diocesan Catholic Schools shall 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. The Director of Child, Youth and Adult Protection 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 Child, Youth and Adult Protection 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 Child, Youth and Adult Protection to determine whether they indicate a potential problem with the safety and security of children. A criminal history which does raise a potential problem, however, will be reviewed, with the employee or volunteer, appropriate Diocesan personnel, the pastor or principal.

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

If a criminal background check has been performed within the last 24 hours, 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 Child, Youth and Adult Protection. Questions concerning the sufficiency of such a check should also be directed to the Director of Child, Youth and Adult Protection.

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 Child, Youth and Adult Protection.

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. Sexual Misconduct Policies can be found on the diocesan website.

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

Contact the Safe Environment Coordinator, Veronica Childers at (208) 350-7556 or via email at vchilders@rcdb.org or the Director of Child, Youth and Adult Protection, Mark Raper, at (208) 342-1311 or via email at mraper@rcdb.org