

**REQUEST AND INSTRUCTIONS TO PROCURE AN INVESTIGATIVE BACKGROUND
REPORT AND/OR CONSUMER REPORT**

Reporting on: _____
(print legal name)

Parish, school or other agency: _____

Position: (check one) ☐ Clergy ☐ Staff (employee) ☐ Volunteer

Check all reports that apply:

☐ **Criminal Report** (Statewide & National Criminal Search, Social Security Trace and *FBI Sex Offender*)
*Required for all employees and volunteers of parishes, missions, schools or agencies
that are affected by the Policy*

☐ **Driving History:**
*Required for all employees of the parishes, missions, schools or agencies of the Diocese
Required for volunteers affected by the Policy who drive on behalf of parishes, missions,
schools or agencies of the Diocese*

☐ **Financial History (Credit Report):**
*Required for all employees and volunteers who handle over \$1000.00 in cash, checks
or negotiable financial instruments per month on average*

*Strongly advised for all employees and volunteers who routinely manage funds on behalf
of a church organization; that is, they decide how money is expended, receive or make
purchases, or make substantial monetary decisions.*

*Strongly advised for any employee who routinely has keys and access to the areas of a
church or organization where monies and incoming mail are handled or stored.*

The pastor, administrator or organization supervisor is free to require a Credit Report and Driving History on any employee or volunteer if they deem it necessary, regardless of the above parameters.

The decision by the pastor, administrator, or organization supervisor to not require a Credit Report or Driving History should be documented in the personnel file of the individual.

**Please send this page plus the two-page signed *Authorization and Disclosure* document, the
completed *Order Cost* page and a check to:**

**Safe Environment Office,
Diocese of Gallup
PO Box 1338
Gallup, NM 87305**

**** PLEASE DO NOT staple forms together. Thank you.**

Authorization and Disclosure for Background Check
Diocese of Gallup

DISCLOSURE

As part of the process of determining your eligibility for employment or volunteer work, **The Diocese of Gallup** may conduct an investigation of your background by obtaining a consumer report or investigative consumer report relating to you from a consumer reporting agency of its choice. This document may also be used to authorize a repeat investigation to determine eligibility for continued employment or volunteer work. The report may contain information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, education, employment history, criminal history, motor vehicle history, workers compensation history or mode of living.

No consumer report will be used in violation of any federal or state equal employment opportunity law or regulation. You may request a copy of your rights under the Fair Credit Reporting Act. If **the Diocese of Gallup** intends to take any adverse action based in whole or in part on information contained in a consumer report, you will be provided with an additional copy of the report and a description of your rights under the Fair Credit Reporting Act.

To assist **The Diocese of Gallup** in obtaining a consumer report, the following information is provided:

MA, MN, OK, NY, ME, WA, NJ, and CA applicants only: If you want a free copy of the report(s) ordered, check this box ☐ .

Full Name (Printed) _____
First Middle Last Maiden/Other

Signature _____ Date _____

Complete Residence Address _____
Street Number/ PO Box Street Name

City State Zip Code County

Date of Birth* _____ Social Security Number _____ Gender _____ Race _____
(*You may elect to call MYB directly at (888) 758-3776 with this information)

Driver's License Number _____ State Issued _____

Daytime Telephone Number _____ Email _____

Please list all additional residences that you have resided in during the past 7 years:

Street Number/ PO Box Street Name City State Zip County

Street Number/ PO Box Street Name City State Zip County

Street Number/ PO Box Street Name City State Zip County



MIND YOUR BUSINESS

Pre-Employment Background and EEO Investigation Services

AUTHORIZATION

I hereby authorize **The Diocese of Gallup** to make an independent investigation of my background by obtaining a consumer report relating to me from ***Mind Your Business, Inc. ("MYB")***. I understand and agree that the information contained in any consumer report will be used to determine eligibility for employment or activity as a volunteer. If this relates to a repeat or periodic investigation, the report will be used to determine my eligibility for continued employment or further activity as a volunteer. I understand that action may be taken by **The Diocese of Gallup** based on this information.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to **The Diocese of Gallup**, by and through ***MYB***, including but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources, ***including alcohol and controlled substance information from previous employers.***

Full Name (Printed) _____
First Middle Last Maiden/Other

Signature _____ Date _____

Background Check Order Cost

Ver. 1.1

Date:

Parish, School, or other agency:

For the following individuals:

		Mark Type of Reports Required for each		
Last Name	First Name	FBI/SS	Credit	Motor Vehicle
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		

Cost Calculations:

Type of Report Requested	Number	Fee	Cost
FBI Criminal Report and SS Trace (REQUIRED FOR ALL)		\$ 18.00	\$
Credit Report (Finance)		\$ 9.00	\$
Motor Vehicle Report		\$ 20.00	\$

Total: \$

Paid by Check #

For: \$