

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

Reporting on: _____

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 all 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 \$1,000 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 check to:

Safe Environment Office
Diocese of Gallup
P.O. Box 1338
Gallup, NM 87305

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

