



This form may not be altered

Primary parish/school location: _____

Authorization for Release of Information

All employees/volunteers/seminarians and certain independent contractors seeking to serve in the Catholic Diocese of Fort Worth (hereinafter "Diocese") must satisfactorily pass a thorough background check as a condition of employment, service, or candidacy. You must complete and sign this Authorization for the Diocese to perform the background check, investigative background check, credit check, or driving check.

Complete this form with the requested information, including your name as it appears on your government issued identification card, such as your Driver's License or Passport. This form may not be altered.

Last Name	Middle Name	First Name	Suffix	Other Names	Sex
Maiden Name	Birth Date (MM/DD/YYYY)	SSN <small>(Required only if employee & those with any financial responsibility eg: money counters)</small>	Email Address	Phone	

Provide home addresses for the past seven years, most recent first: (Use back of this form if necessary)

Street, Apt. #	City	State	Zip	County	# of years at this location

CRIMINAL HISTORY: THIS INFORMATION WILL BE VERIFIED

Have you ever been convicted of a felony?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever entered a plea of "Guilty" to a felony?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever entered a plea of "No Contest" to a felony?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever been placed on a "Deferred Adjudication" to a felony?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Please discuss with your pastor/supervisor any circumstance(s) or fact(s) about you or your background which could call into question your being trusted with the supervision, guidance, education and/or care of children and young persons. If you answered "Yes" to any of the above questions, please explain: (use additional page if necessary)

Federal Law provides the legal authority for an individual to authorize an extensive background check.

- I understand the Diocese may request information concerning criminal, work, and volunteer history from various public and private sources and from one or more consumer reporting agencies.
- I understand any such investigative or consumer report could include information as to my character, work habits, performance, and experience, along with reasons for termination of employment and/or volunteer assignments.
- I understand that the Diocese may request and obtain a driving record and/or credit check from one or more consumer reporting agencies.
- I understand information may be obtained from sources indicated above and will be reviewed by Diocesan officials in strictest confidence and may not be revealed to me or anyone except as required by law.
- I understand false statements or omissions regarding past conduct or present situations may be grounds for denial of employment, service, or candidacy in the Diocese, or immediate dismissal therefrom.
- I understand this authorization and release is valid and may continue to be used as long as I am in service to the Diocese and that if I rescind said authorization I will immediately cease to be of service.
- I understand I am entitled, upon request, to receive additional information as is available concerning the nature and scope of any information requested.
- I understand I am entitled to a copy of the consumer report obtained if information from the report will be used in making an adverse decision concerning my employment or service to the Diocese.
- I acknowledge that any photographic or electronically scanned copies of this release authorization shall be as valid as the original.

By my signature below, I hereby:

- Attest and affirm that nothing in my background should prevent me from serving in the Diocese.
- Understand that the Diocese reserves the right to modify the aforementioned policy terms/conditions at any time without notice.
- Give permission to and request the Diocese and its authorized employees and agents to obtain, conduct and re-conduct criminal background checks, arrest record checks, abuse registry checks, employment checks, volunteer service checks, credit checks, driving record checks, and any consumer reports.
- Authorize and request that all previous employers, law enforcement agencies, administrators, state agencies, institutions, information services, consumer reporting agencies, and other public or private entities which may possess the above-mentioned information to furnish such information about me to the Diocese.
- Instruct any consumer reporting agency to furnish a consumer report relating to me, the consumer under the Fair Credit Reporting Act, to the Diocese.
- Agree that any consumer report received by the Diocese in accordance with this Authorization for Release of Information that relates to me is obtained and used for a permissible purpose under the Fair Credit Reporting Act.
- Agree to and do release the Diocese, its bishop, successor bishops, parishes, schools, and affiliated entities, and all of their priests, employees, agents, and volunteers, and all persons, agencies, and entities providing information or reports about me, from any and all liability arising out of the request for and use of the above-mentioned information or reports for its intended purpose or for any other purpose.
- Acknowledge that I have received, read, and understand the Fair Credit Reporting Act Background Check Disclosure and the Summary of Rights Under the Fair Credit Reporting Act.

Signature

Driver's License # State
(Required: Driver's Lic. # & State)

Date

Parent/Guardian Acknowledgment and Authorization of Background Investigation/Check, Motor Vehicle/Driving Check, and Credit Check

As the parent/guardian of _____, a minor, I understand the purpose of the background check(s) in the process for application for seminary sponsorship is to assist the Diocese in making a determination as to the applicant's eligibility and suitability, I hereby agree to all of the statements, attestations, instructions, authorizations, acknowledgments and agreements set out above for myself and on behalf of my minor child, and I hereby provide my express consent for such background checks of the minor to be conducted by the Diocese.

Printed name of parent/guardian

Relationship to minor

Signature of parent/guardian

Date

Authorization to Obtain Consumer Reports Under the Fair Credit Reporting Act

I acknowledge that I have received and read the *Fair Credit Reporting Act Background Check Disclosure* and *A Summary of Your Rights Under the Fair Credit Reporting Act*, and this authorization. I certify that I understand the documents I have received.

I hereby instruct any consumer reporting agency to furnish one or more consumer reports or investigative consumer reports relating to me to the Diocese of Fort Worth.

I hereby authorize and instruct the Diocese of Fort Worth or its authorized agents, for employment purposes, service inquiry purposes (voluntary or otherwise), pursuant to these written instructions, and/or for any other permissible purpose, to obtain or prepare consumer reports and investigative consumer reports at any time after it receives this authorization, including any time during my employment with or service to the Diocese of Fort Worth.

I hereby authorize and instruct consumer reporting agencies, law enforcement agencies, public and private schools, federal, state and local agencies and courts, credit bureaus, information bureaus, current and former employers, financial institutions, licensing agencies, governmental agencies, the military, and other individuals and entities possessing information relating to me, to provide any and all information that is requested by any consumer reporting agencies (including CoreScreening) or the Diocese of Fort Worth.

I certify that the information provided on this form is true and correct. I understand that any information that I provide in an employment application, volunteer application, or that I otherwise disclose to the Diocese of Fort Worth may be used to obtain consumer reports and investigative consumer reports.

Signature

Printed name

Date of birth

(This information is for background check purposes only)

Driver's license state and number

Home address

Former address

Date

Fair Credit Reporting Act Background Check Disclosure

In accordance with your written instruction or request, in connection with your employment application or inquiry to volunteer or serve in the Diocese of Fort Worth (the “Diocese”), and/or for any other permissible purposes, the Diocese will obtain information about you from a consumer reporting agency. This information will be in the form of consumer reports, and may also be in the form of investigative consumer reports.

These reports may be obtained at any time after the Diocese receives authorization from you, including any time during the period of your employment, if the Diocese hires you, or the period of your service, if permitted by the Diocese.

Consumer reports include any written, oral, or other communication of information by a consumer reporting agency bearing on your credit standing, character, general reputation, personal characteristics, and/or mode of living. Consumer reports may include credit reports, criminal records or history, verification of your education or employment history, and driving records, among other resources or background checks.

Investigative consumer reports include similar information as consumer reports, which are obtained through personal interviews with those who are acquainted with you or who may have knowledge of any relevant information about you.

CoreScreening, or another consumer reporting agency, will obtain the reports for the Diocese.

You have the right to request information from the Diocese about the nature and scope of any investigative consumer report on you that is requested by the Diocese. The request must be made in writing and within a reasonable period of time after you have received this disclosure.

A summary of your rights under the federal Fair Credit Reporting Act (FCRA) is being provided to you with this disclosure.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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 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 20552.**

- **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 identity 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 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>