

ATTENTION:

Please complete and return "Authorization To Obtain Consumer Report" via mail, email or fax to:

MAIL

Jane O'Connor
Diocese of Reno Safe Environment
290 S. Arlington Ave.
Reno, NV 89501-1713

EMAIL

JaneO@Catholicreno.org

FAX

775-284-4374 (must use the full 11 digits)
ATTN: Jane O'Connor/Safe Environment Program

Do not return to Bishop Manogue. Questions? Contact Jane @ 775-326-9445.

Driver paperwork should be returned to Bishop Manogue Catholic High School.

VOLUNTEER BACKGROUND CHECK REQUEST
Disclosure and Notice Statement
Pursuant to the Fair Credit Reporting Act

In connection with your volunteer application and for other volunteer purposes, the Diocese of Reno (the Diocese) may seek background information about you from a consumer reporting agency. This information will be in the form of consumer reports.

Consumer Reporting Agency

There are many types of “Consumer Reporting Agencies” (CRA’s). Federal regulations require that we use the term “Consumer Reporting Agency” in our background check forms, which means a third-party company that helps compile reports which organizations may use for making decisions regarding an employee’s or volunteer’s eligibility to serve. In this case, the Consumer Reporting Agency is our criminal background check provider.

Consumer Reports

Background check companies are considered “consumer reporting agencies,” and any reports that they provide are considered “consumer reports”-whether or not they include credit reports. **Our background checks do NOT include credit reports.** “Consumer Reports” collected by the Diocese generally include demographic and identifying information, and public record information.

These reports may be obtained at any time during any period in which you are a volunteer.

Consumer reports include any information collected by a consumer reporting agency bearing on your character, general reputation, and other characteristics that is expected to be used for determining whether you may become a volunteer. Consumer reports may include criminal records and driving records, among other resources.

Trak-1, our background check vendor, or another consumer reporting agency, will obtain you reports for the Diocese. Since these reports are being obtained from a third-party Consumer Reporting Agency, the Diocese is complying with the requirements of the Fair Credit Reporting Act.

I acknowledge receipt of this Disclosure and Notice Statement

Signature

Date

Printed Name

Documents can be emailed to JaneO@catholicreno.org

Mailed to:

Jane O’Connor

Diocese of Reno

290 S. Arlington Ave

Reno, NV 89501

FAXED to (775)284-4374

Or hand delivered to Jane O’Connor at the above address

DISCLOSURE REGARDING BACKGROUND CHECK for Volunteer

The Roman Catholic Bishop of Reno
290 S. Arlington Ave., Reno, NV 89501
775-329-9274

The Roman Catholic Bishop of Reno Will Obtain a Background Check

You acknowledge and understand that in connection with your volunteer application with The Roman Catholic Bishop of Reno and _____ Parish, School, or Our Mother of Sorrows Cemetery (including any independent contract for services) or when deciding whether to modify or continue your ongoing volunteering, if accepted, we may obtain a “consumer report” and/or an “investigative consumer report” on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

Consumer Report Defined

A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for volunteer purposes. A common term for a consumer report is a “background check report.”

Investigative Consumer Report Defined

An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. An investigative consumer report might include, for example, calls to the personal references you provide or conversations with former supervisors or colleagues where you worked.

Reports May Contain

The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

You further understand that these reports may include experience information along with reasons for termination of past employment. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested, and that a consumer report containing injury and illness, drug testing, or other medical records and medical information may be obtained only after a tentative offer of volunteering has been made.

Your Rights as a Consumer

You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in Trak-1's files on you at the time of your request by providing proper identification.

You are further notified that, prior to being denied a volunteer position based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to Trak-1 should be forwarded to:

Trak-1 | Consumer Relations | 7131 Riverside Parkway | Tulsa, Oklahoma 74136

800-600-8999 | CustomerCare@trak-1.com

AUTHORIZATION TO OBTAIN BACKGROUND CHECK FOR VOLUNTEER

The following is information required in order for The Roman Catholic Bishop of Reno and _____ Parish, School, or Our Mother of Sorrows Cemetery to obtain a complete consumer report:

Full Legal Name : _____
(First Name, Full Middle Name, Last Name)

Street Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Date of Birth*: _____

Driver's License Number: _____ Issuing State: _____ Expiration Date: _____

Other or Former Names: (AKA, Maiden Names, Married Names, Surnames, Etc.) _____

Phone: _____

Your signature below indicates the following:

- 1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to The Roman Catholic Bishop of Reno and _____ Parish, School, or Our Mother of Sorrows Cemetery any records or information referenced in the provided disclosure statement for volunteer related purposes;
- 2) You authorize ongoing procurement of any records or information, reports and records at any time during your relationship with The Roman Catholic Bishop of Reno and _____ Parish, School, or Our Mother of Sorrows Cemetery to the extent allowed by law;
- 3) You authorize the use of a fax or a photocopy of this authorization as having the same authority as the original;
- 4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish The Roman Catholic Bishop of Reno and _____ Parish, School, or Our Mother of Sorrows Cemetery, and/or Trak-1 with any and all background information in their possession regarding you for these stated volunteer purposes;
- 5) You understand and agree that in connection with your volunteer application your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

Customer Signature: _____ Date: _____

* This information will be used for background screening purposes only.

Check this box if you are a Minnesota, Oklahoma, or California applicant, and you would like to receive a copy of your consumer report, if one is obtained. For **California** applicants only: a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For **Minnesota** applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For **Oklahoma** applicants only: the consumer reporting agency shall furnish a copy of your consumer report.

CALIFORNIA APPLICANTS: Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification.

California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

MAINE APPLICANTS: Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.