

How to use this consent form:

1. You may customize this form with your organization logo, address etc. We recommend leaving the language intact, as it is compliant for all 50 states.
2. Enter your organization name wherever there are [].
3. ***Information that is italicized is state specific.*** If you are not in these states, you may remove this information.
4. Instruct your applicant/volunteer to enter their *full legal* name. IE: Susan instead of Sue.
5. List any other names as Alias or Maiden names.
6. If applicant has a common name, please include middle initial or full middle name for identification purposes.
7. Social Security Numbers are used *for address history and alias name information only.* It will **not** affect your applicant/volunteer credit score nor will it give your organization credit report information. (If you require this information, please contact us for details.)
8. Parent/Legal Guardian **and** Minor Applicant/Volunteer MUST sign and date *both pages* of this document.
9. Store this signed document in a secure location. It is your legal proof you were given permission to conduct a background screening on the individual.

Please call 866-891-1954, or customerservice@securesearchpro.com if you have any questions.

DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS (For Minors)

The Episcopal Diocese of Connecticut

AUTHORIZATION

I hereby authorize, without reservation, the obtaining of “consumer reports” or “investigative consumer” reports by [_____] at any time after receipt of this authorization and throughout my employment, or service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish SecureSearch or [_____] with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

The following is information required in order for [_____] to obtain a complete consumer report:

FULL LEGAL NAME (First, Full Middle Name, Last Name)	
STREET ADDRESS	
CITY STATE ZIP	COUNTY
SOCIAL SECURITY NUMBER	DATE OF BIRTH *
DRIVER’S LICENSE NUMBER	ISSUING STATE
OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)	
_____ CONSUMER’S SIGNATURE	_____ DATE
_____ PARENT/LEGAL GUARDIAN SIGNATURE	_____ DATE
<p><i>By signing this form the Parent or Legal Guardian agrees and attests to the fact that the minor being screened has never plead guilty or been convicted of a juvenile or adult crime and that no cases are currently pending a court decision.</i></p>	

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

DISCLOSURE

In connection with your application for employment with [_____] (including any independent contract for services and volunteer work) or when deciding whether to modify or continue your ongoing employment (if hired), [_____] may obtain a “consumer report” and/or an “investigative consumer report” on you from **SecureSearch**, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is a 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 employment purposes. An investigative consumer report is a report obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain information regarding your credit history(if applicable to position), criminal records, driving history records, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, government records, and other types of background information. You further understand that these reports may contain information concerning the reasons for termination of past employment. You are hereby notified that you have the right to make a timely request for the nature and scope of any investigative consumer report. You are further notified that, prior to being denied employment 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. Inquiries to **SecureSearch** should be directed to **SecureSearch; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. 1 (866) 891 – 1954.**

Consumer signature

Date

Parent/Legal Guardian Signature

Date