



**Roman Catholic Diocese of Portland**  
**BACKGROUND CHECK AUTHORIZATION**

I hereby authorize the Roman Catholic Diocese of Portland and its agents to conduct a comprehensive background check, including the preparation of a consumer report (as defined by the Fair Credit Reporting Act), in connection with my consideration for employment or service as a volunteer and at any time during the course of my employment or service as a volunteer.

I also have been notified that:

- (1) A consumer report will be requested which will include National Criminal History, National Sex Registry, and where appropriate, Bureau of Motor Vehicle reports.
- (2) Upon my request, I will be informed of the name and address of any consumer reporting agency that furnished any report.

I understand that the scope of this report will include verification of Social Security number (**Employees Only**), current and previous residences, employment history, education, criminal history, motor vehicle records and department of human services records. Except for positions with duties that require access to Diocesan funds, the Diocese will **NOT** obtain a credit report. In addition, in conformance with the Fair Credit Reporting Act, medical records will **NOT** fall within the scope of this report.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, in connection with the preparation of this report.

In the event that I am offered a position prior to the completion of any consumer report, I understand that continued employment or volunteer status will be contingent upon whether the Diocese finds the results acceptable. Should the Diocese deem any of the information contained in the reports unacceptable, I realize my position may be subject to termination. Before adverse action based on the consumer report is taken, the Diocese of Portland will provide me with a copy of the report along with my rights under the Fair Credit Reporting Act.

I acknowledge that I have received, read and understood the “Consumer Disclosure Use of Consumer Reports for Employment” and the “Summary of Your Rights under the Fair Credit Reporting Act” \_\_\_\_\_ (**Initials**)

I understand all information assembled as a result of this background check will be treated as confidential and shared only with those who have a need to know in connection with hiring and engagement of volunteer services decisions.

I agree that a photocopy or facsimile of this Authorization shall be valid as the original.

Print Name: \_\_\_\_\_  
(First) (Middle) (Last) (Maiden)

Former Name(s) and Date(s) Used: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo./Yr.) (Street) (City) (State/Zip)

Date of Birth: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security # (**Employee applicants only**): \_\_\_\_\_

**CONSUMER DISCLOSURE  
USE OF CONSUMER REPORTS FOR EMPLOYMENT  
OR VOLUNTEER SERVICES**

1. **Notification.**

The Roman Catholic Diocese of Portland may obtain a consumer report on any consumer who has applied for or accepted employment with the Diocese. The Roman Catholic Diocese of Portland may use information contained within the consumer reports in making decisions related to employment with the Diocese. These decisions may include, but are not limited to, hiring, promotion, retention and termination.

2. **Consent.**

Prior to procuring a consumer report for employment, The Roman Catholic Diocese of Portland will obtain the applicant's or employee's written authorization.

3. **Your Rights in the Event of an Adverse Decision.**

Before taking adverse action based in whole or in part on the consumer report, The Roman Catholic Diocese of Portland will provide the applicant or employee with a copy of the report and a description in writing of his or her rights under the Fair Credit Reporting Act.

4. **Definition of Consumer Report.**

A consumer report means any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's creditworthiness, credit standing, credit capacity, debts, check-writing experience, insurability, character, general reputation, personal characteristics, or mode of living that is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes.

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report

negative information that is more than seven years old; ten years for bankruptcies.

- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

<b>FOR QUESTIONS OR CONCERNS REGARDING:</b>	<b>PLEASE CONTACT:</b>
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4367 (Toll Free)
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051