

**CONFIDENTIAL**

**VOLUNTEER BACKGROUND CHECK FORM**

CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK  
AUTHORIZATION/WAIVER

The Fair Credit Reporting Act gives Texas Cooperative Extension the authority to run a check based on a social security number. This check is only for CRIMINAL HISTORY. No credit report is requested or obtained.

- |   |  |
|---|--|
| <p>1. APPLICANT'S PRINTED NAME _____</p> <p>_____ / _____</p> <p>3. FIRST 5 DIGITS OF SOCIAL SECURITY NUMBER _____</p> <p>5. ADDRESS _____</p> <p>7. DRIVER'S LICENSE NUMBER (optional) _____</p> <p>9. RACE (optional) _____</p> | <p>2. COUNTY _____</p> <p>_____ / _____ / 19</p> <p>4. DATE OF BIRTH _____</p> <p>6. CITY _____ ZIP _____</p> <p>_____ Male / Female</p> <p>8. GENDER (Circle One) _____</p> <p>10. VOLUNTEER PROGRAM AREA _____</p> |
|---|--|

**Previously Screened**

11. I verify that I have been previously screened including a criminal background check and **PASSED**  Yes  No
- If yes, by who? \_\_\_\_\_ When (year)? \_\_\_\_\_
- For what purpose? \_\_\_\_\_
- Did you pass? \_\_\_\_\_ If not, what restrictions were imposed? \_\_\_\_\_

Please sign at the bottom of the form.

12. I hereby authorize VeriFYI and or its Service Provider and Texas Cooperative Extension to request and receive any and all background information about or concerning me, including but not limited to my Criminal History, Credit History including a consumer report under the Fair Credit Reporting Act, 15 U.S.C. 1681. I authorize Texas Cooperative Extension or any of its components to make reference checks relating to my volunteer service. I understand that this information will be used to determine my eligibility as a volunteer/employee with Texas Cooperative Extension.

The criminal history, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge VeriFYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from and from all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make a written request within a reasonable period of time to VeriFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

13. Date \_\_\_\_\_

14. Applicant's Signature \_\_\_\_\_

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## **VOLUNTEER BACKGROUND CHECK FORM INSTRUCTIONS**

This form authorizes Texas Cooperative Extension to conduct a criminal background check on volunteers. This check is only for CRIMINAL HISTORY. No credit report is requested or obtained.

1. Applicant's Printed Name - Complete with First Name, Middle Initial and Last Name.
2. County - Complete with the County name in which you are applying to be a volunteer.
3. Social Security Number - Complete with at least the **first five** digits of the social security number. The social security number is an individual descriptor that enables the system to complete a national criminal search of 47 jurisdictions.
4. Date of Birth - Complete with the month, day and year of birth.
- 5/6. Address - Complete with your current mailing address, city and zip code.
7. Driver's License Number - Complete with current driver's license number and state. This field is optional.
8. Gender - Complete by circling one of the options.
9. Race - Complete the blank with your race and/or ethnicity. This field is optional, however, it is very important in confirming accurate identity.
10. Volunteer Program Area - Complete with the program area you are volunteering for (ie. Better Living for Texans, Expanded Nutrition Program, Master Gardener, Master Naturalist, Master Sewing Volunteer, 4-H and Youth).
11. Previously Screened - Texas Cooperative Extension will accept prior screenings from other entities. The approved list of prior screenings either as an employee or volunteer include: School Districts, Churches, Youth Groups/Associations (Little League, Sports Associations, etc...), Youth Agencies/Organizations (Big Brother/Big Sister, Boy Scouts, Girl Scouts, After School/Extended Care Programs), Law Enforcement (County, State or Federal/Prison System), Texas Youth Commission, Department of Defense - Child and Youth Services, Department of Defense - Family Programs, Concealed handgun license; and/or licensed Childcare workers.  
*\* The minimum requirement is a criminal background check conducted through DPS or a National Criminal Search entity\**  
*\*\* Other sources may be considered based on documentation provided with screening criteria and specifics\*\**
12. Authorization Statement - State agencies screening volunteers are required by legislation to use the Volunteer Center of North Texas. The Volunteer Center contracts with VeriFYI. VeriFYI is a background verification software system that accesses multi-jurisdiction checks utilizing one of the largest private-sector criminal history databases in the nation (180 million records). All information received is held in confidence and not shared at the county level. Criminal record results are shredded when a volunteers status is determined.
13. Date Completed
14. Applicant's Signature

updated: 4/25/2006