

**DIOCESE OF CHARLESTON
CREDIT AUTHORIZATION FORM**

Parish/School/Office Name: _____ Location: _____

CREDIT HISTORY: Please note. A yes response will result in a credit history check.

1. **EMPLOYEES:** Do your duties include access to funds and/or making financial decisions for a diocesan office, school and/or parish? ____ Yes. ____ No. (If No, you do not need a credit history check and should not submit this form).

If yes, position duties: _____

2. **VOLUNTEERS:** Do your duties include access to funds and/or making financial decisions for a diocesan office, school and/or parish? ____ Yes. ____ No. (If No, you do not need a credit history check, and should not submit this form).

If yes, position duties : _____

If you answered yes to either of the above listed questions, please provide the requested information below and submit this form, along with the Basic Data Form, to the Safe Environment Coordinator at your parish/school or the HR official handling your employment.

Social Security Number (required) : _____ DOB: _____

Please Print Full Name

Complete Address

Signature _____ Date: _____

For use by the Safe Environment Coordinator/Pastor/Principal/HR official only

☐ A credit check needs to be performed on this individual whose job/volunteer responsibilities include access to funds and /or the making of financial decisions.

Safe Environment Coordinator, Pastor, Principal, HR official name: _____

Signature: _____ Date: _____

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11.09.16
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