DIOCESE OF BOISE
1501 S. Federal Way, Suite 400 • Boise, Idaho 83705
208-342-1311

Criminal Background Check/Permission to Procure an Investigation Report

Please note: It is important that your handwriting is clear and legible. Please complete all of the information requested. Illegible forms/missing information can cause delays in processing.

Complete the information on pages 1 and 2 of this document and send them to the Office of Child, Youth & Adult Protection, Attn: Gina Burns, 1501 S Federal Way, Suite 400, Boise ID 83705. You can also scan the documents and email them to gburns@rcdb.org.

Primary Ministry/Employment Location (Check One)	Location Name (St. John's Cathedral, Holy Rosary School, etc.)
☐ Parish ☐ School ☐ Diocesan Pastoral Center	
Your Primary Diocesan Role	**Your Primary Ministry or Job Title**
☐ Volunteer ☐ Employee ☐ Clergy	
This background check is a: ☐ New Request ☐ Renewal	

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. By my signature on this document, I hereby release all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

Please provide your name as it is shown on your government issued ID.

First Name	Middle Name	Last Name

Please list other names used, including maiden name.

First Name	Middle Name	Last Name
First Name	Middle Name	Last Name
First Name	Middle Name	Last Name

Date of Birth (mm/dd/yyyy)	Social Security Number	Phone Number	Cell Phone Number
/ /	- -	( ) -	( ) -
Email Address			
Have you ever been convicted of a crime involving children? ☐ Yes ☐ No			
Have you ever been convicted of any crime? ☐ Yes ☐ No			

For Office Use Only Renewal ☐ Completed by:

Bill Code:	Date Received:

Current Address

Physical Address	P.O. Box or Additional Information	
City	State	Zip

Address History

If you have lived in any state other than Idaho in the past 10 years, please provide the following information for each address.

State	City	County
State	City	County
State	City	County
State	City	County

Investigative Consumer Report Authorization

In connection with my application, I understand that an investigative consumer report may be requested that might include information regarding my court records (both civil and criminal), my driving records, education and professional credentials, and personal and professional references. This information might come from either public or private sources and might contain information regarding my character, experience, work habits, and reasons for termination from past employers. I understand that this document will be kept on file and might be used at any time during my employment or volunteer activity to procure an investigative report. I hereby release and discharge, to the extent permitted by law, the Roman Catholic Diocese of Boise, its employees, any individual or agency obtaining information for the Roman Catholic Diocese of Boise, my personal and professional references, and my former employers, from any and all claims known or unknown, any damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with this background investigation. I also understand that I may (1) request in writing the nature of the information obtained, and (2) request a written summary of my rights under the Fair Credit Reporting Act. I hereby agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future.

By my signature below, I agree that I have read, understand, and agree with the information stated above.

Signature _____ Date _____

Witness Signature (Trainer or other administrator must sign) _____ Date _____

A Summary of Your Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of "consumer reporting agencies." A criminal background check is a consumer report under the FCRA. For purposes of this check CICS Employment Services, Inc. is the consumer reporting agency. No other consumer reports, such as credit reports, etc., will be obtained under the release and disclosure signed by you. Here is a summary of your major rights under the FCRA.

For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** If the Roman Catholic Diocese of Boise uses a consumer report (criminal background check) to deny your employment or volunteer service—or to take another adverse action against you—we must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about yourself as reported by CICS Employment Services, Inc. You can contact them at 800-660-0507. You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - ✓ a person has taken adverse action against you because of information in your criminal background check.
  - ✓ you are the victim of identity theft and place a fraud alert in your file.
  - ✓ your file contains inaccurate information as a result of fraud.
  - ✓ you are on public assistance.
  - ✓ you are unemployed but expect to apply for employment within 60 days.

  In addition, as of September 2005 all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need, usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. For more information, see www.ftc.gov/credit.
- **You may seek damages from violators.** If a consumer reporting agency—or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency—violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, see www.ftc.gov/credit. States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.

Frequently Asked Questions/Criminal Background Checks

Why does the Diocese of Boise require background checks?

The Catholic Church values the relationship we have with the youngest and most vulnerable of our faith. Our children are precious, and we must do everything in our power to protect them from harm. While a criminal background check on those who work with children is not a foolproof method of keeping our children safe, it is one small thing that we can do to ensure that those who work with our children do not have a history that would make their presence incompatible with our safe environment program. Our goal is to do what we can to create the safest environment possible for our children and young people. We hope that our employees and volunteers understand the importance of this objective, and cooperate fully with this program.

How do the background checks help the Diocese of Boise in its Safe Environment program?

Background checks are only one part of the complete Safe Environment program. New employees and volunteers must complete a criminal background check, and should also be prepared to provide references and answer questions regarding their background in working with children, and their understanding of appropriate behavior. We can screen for those with potential problems, but we must also make sure that there are standards of behavior in our Church, and that everyone understands the appropriate behavior that will help create a safe environment for children and young people in our Church. Thus, our Safe Environment program also includes sexual misconduct policies, which employees and volunteers must read and then submit signed forms acknowledging receipt of the policies. See the diocesan website (https://www.catholicidaho.org/Safeenvironmentpolciesandguidelines) for examples of our sexual misconduct policies. All employees and volunteers are also required to attend a Safe Environment Workshop, and then renew their training online annually.

Who is required to complete and submit background checks?

All Church personnel, including priests, deacons, religious, seminarians, educators, parish and school personnel, diocesan staff, and volunteers who have regular contact with children are required to have a criminal background check as a condition of employment, or as a condition of volunteering for the Church.

What is meant by "regular contact with children?"

Employees and volunteers must be screened if they have regular contact with children. Clearly, those who work in classrooms—either in schools or in religious education programs—are included in the definition of regular contact with children. Also included are counselors, nurses, coaches, bus drivers, Boy Scout leaders, youth ministers, core team members, school staff, lunchroom volunteers, playground supervisors, music teachers, etc. Any person whose contact with children is sufficient to allow the children to form a relationship with the volunteer must be checked. If you have questions about specific circumstances, contact the Director of Child, Youth & Adult Protection, Mark Raper, at (208) 342-1311 or mraper@rcdb.org.

Will the diocese use the information from my background check to run a credit check?

No. The only check processed is of the applicant's criminal background. The federal law that requires us to provide information and a summary of rights is the Fair Credit Reporting Act, but it covers any kind of an "investigation" of an applicant's background, and thus it covers criminal background checks. Under the Fair Credit Reporting Act, a criminal background check is included in the definition of "consumer report." Do not be confused by the references to "credit" and "consumer report," because the only check performed is a criminal background check.

How are the background checks processed?

The Diocese of Boise has contracted with CICS Employment Services, Inc. to coordinate the background check program. Each person obtaining a background check through the diocese will be required to sign release and disclosure forms. Certified and classified staff, including Day Care providers, employed at our diocesan Catholic schools will receive background checks through the Idaho State Department of Education.

What information does the diocese receive in a completed background check?

The vendor prepares a report that lists various types of information and provides this report to the diocese. The information on the report includes:

1) *Social Security Validation:* This allows the diocese to determine if the employee or volunteer has provided a validly issued Social Security number, and that the name given is the correct name for that person. The report will disclose if a person has previously used other names, and will use this information to perform a criminal history check.
2) *National Crime Check:* This provides information available in a national criminal history database, which contains information from various departments of correction and prison systems across the country. Searches of this database reveal if the employee or volunteer has been in the prison system anywhere in the country.
3) *Federal Convictions:* This indicates any time an employee or volunteer spent in federal custody.
4) *Sex Offender Search:* This search identifies whether a person's name, date of birth, or Social Security number is tied to a registered sex offender.
5) *Statewide Crime Search:* This is the most reliable way to discover all relevant criminal history. In many states, the only way to ensure that all relevant criminal records are checked is by physically checking the records in the county of residence. This will reveal the type of offense, the date it occurred, and the disposition. Many misdemeanor charges are also included in this report.

How long does it take to complete a background check?

Many of the searches are computerized, so a base turnaround time is usually 2 to 3 business days. However, sometimes circumstances can prolong the turnaround. For instance, an international search versus a domestic search will take longer, and some out of state searches take much longer than a search in Idaho. Another factor in turnaround is time of year. The beginning of school is typically very busy, and the volume can cause delays in processing. For these reasons, allow up to 10 days for background checks to clear.

Can an employee or volunteer begin work or continue to work while waiting for the results of a background check?

Neither employees nor volunteers may start work or volunteer on behalf of the diocese until they have cleared a background check. For school employees, the required background check is obtained through the Idaho State Department of Education.

How will the diocese track who has completed background checks and when they are due for renewal?

The Department of Child, Youth & Adult Protection is responsible for keeping track of background checks. To assist in tracking, each active employee/volunteer has a profile page in CMG Connect. The profile page tracks all background checks, training certification, and policy acknowledgment forms, and provides expiration dates for training and background checks. Our office is also in frequent contact with the representatives of our diocesan parishes and schools.

What if I have questions or problems in completing the required authorization forms?

Contact the Background Check Coordinator, Gina Burns, at (208) 350-7553 or gburns@rcdb.org, or the Director of Child, Youth & Adult Protection, Mark Raper, at (208) 342-1311 or mraper@rcdb.org.