

DIOCESE OF LAREDO - Background Check Form
Employee/Volunteer Authorization and Release for the Procurement of a Report

Location: _____ **Date:** _____
 (Name of Parish, School or Entity)

I, the undersigned consumer, do hereby authorize **DIOCESE OF LAREDO** by and through its independent contractor, SPIS, to procure a report on me.

The above-mentioned report may include employment and education verification; personal references; citations; a social security number verification; present and former addresses and criminal history/record.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any report prepared on me upon written request to SPIS that is made within a reasonable time after the date hereof and further understand that additional criminal background checks may be performed periodically during my tenure of employment or volunteer service in the **DIOCESE OF LAREDO**.

I further authorize any person, business entity or governmental agency that may have information relevant to the above to disclose the same to **DIOCESE OF LAREDO** by and through SPIS, including but not limited to, any courthouse, any public agency, any and all law enforcement agencies regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release **DIOCESE OF LAREDO** AND SPIS and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to me, my heirs, or others making such claim or demand on my behalf, for procuring, selling, providing, brokering, and/or assisting with the compilation or preparation of the consumer report and/or investigative consumer report hereby authorized.

CRIMINAL HISTORY: THIS INFORMATION WILL BE VERIFIED

Complete Address History for the past 7 years (address: City, State, & Zip) _____

Have you ever been convicted of a felony?	_____ No	_____ Yes
Have you ever entered a plea of guilty to a felony?	_____ No	_____ Yes
Have you ever entered a plea of "No Contest" to a felony?	_____ No	_____ Yes
Have you ever been placed on a deferred adjudication?	_____ No	_____ Yes

If you answered yes to any of these questions, please explain:

	Clergy _____	Employee _____	Volunteer _____
Name: _____	First	Middle	Last
			SS # _____
			REQUIRED: Complete Social Security #
DL # _____	State Issued: _____	Date of Birth ____/____/____	Gender: __M__F
Address: _____		City _____	St _____ Zip _____
Daytime Telephone Number: () _____			
Signature: _____		Date: _____	

FOR OFFICE USE ONLY:	
This Individual Identified above has	Cleared _____ Not Cleared _____
Comments: _____	
Human Resource Staff _____	Date: _____

Please Note: Submit check payable to "Diocese of Laredo" \$7.00 fee for each packet submitted.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

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. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – 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 you in the files of a consumer reporting agency (your “file disclosure”). 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 credit report;
 - 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, 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.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **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.consumerfinance.gov/learnmore 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.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **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. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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, visit www.consumerfinance.gov/learnmore.

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. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group P.O. Box 53570 Houston, TX 77052</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. Division of Depositor and Consumer Protection National Center for Consumer and Depositor Assistance Federal Deposit Insurance Corporation 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Assistant General Counsel for Office of Aviation Consumer Protection Department of Transportation 1200 New Jersey Avenue SE Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Public Assistance, Governmental Affairs, and Compliance Surface Transportation Board 395 E Street SW Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Division Regional Office</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Administrator, Office of Capital Access United States Small Business Administration 409 Third Street SW, Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street NE Washington, DC 20549</p>
<p>8. Institutions that are members of the Farm Credit System</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357</p>

DIOCESE OF LAREDO

Volunteer Information Form/Formulario de Información de Voluntario

(Please Print or Type/Letra en molde porfavor)

(Use Legal Name/use nombre legal)

Name: _____
Nombre Last/Apellido First/primer nombre M/I

Also Known As: _____ DOB: _____
También conocido como Fecha de nacimiento

Address: _____ Apt# _____
Dirección

City: _____ State: _____ Zip Code: _____
Ciudad Estado Código Postal

Home Phone: (____) _____ Work/Cell Phone: (____) _____
Teléfono de la casa Trabajo / Celular

E-mail address: _____ Volunteer Position: _____
Posición Voluntaria

Name of Parish, School or Entity: _____
Nombre de Parroquia, Escuela o Entidad

Ministry: _____ Start Date: _____
Ministerio Fecha de Inicio:

EMERGENCY CONTACT INFORMATION
INFORMACIÓN DE CONTACTO DE EMERGENCIA

Name: _____ Relation: _____
Nombre Relación

Address: _____ Apt# _____
Dirección

City: _____ State: _____ Zip Code: _____
Ciudad Estado Código Postal

Business/Cell Phone :(____) _____ Home Phone: (____) _____
Teléfono Trabajo/Celular Teléfono de Casa

Volunteer Signature _____ Date _____
Firma de Voluntario Fecha

LOCATION SHOULD KEEP A COPY OF THIS FORM
Ubicación debe mantener una copia de esta forma

Diocese of Laredo Code of Conduct



Church Personnel and Volunteers of the Diocese of Laredo are expected to follow the Code of Conduct as outlined below.

As church personnel or volunteer, **I will:**

- Exhibit the highest Christian ethical standards and personal integrity.
- Conduct myself in a manner consistent with the discipline and teachings of the Catholic Church.
- Provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.
- Avoid taking unfair advantage of a counseling, supervisory or authoritative relationship for my own benefit.
- Report any suspected abuse or neglect of a minor or vulnerable adult to the Texas Department of Family and Protective Services or local law enforcement within 48 hours. (1-800-252-5400) *Failure to report suspected child abuse is a violation of Texas law.*
- Report suspicious or inappropriate behavior to my immediate supervisor, Vicar General or the Safe Environment Coordinator of the diocese. (956-727-2140)
- Accept my personal and moral responsibility to protect minors and vulnerable adults from all forms of abuse.
- Observe practices of modesty, prudence and appropriateness in attire, language and demeanor.

As church personnel or volunteer, **I will not:**

- Physically, sexually or emotionally abuse or neglect a minor or vulnerable adult.
- Acquire, possess or distribute child pornography.
- Use, possess or be under the influence of alcohol or illegal drugs at any time while working/volunteering.
- Use profanity in the presence of others.
- Communicate with minors/youth via social media or other forms of communication without parental consent.

Acknowledgement Statement:

I have read, understand and agree to abide by the Code of Conduct of the Diocese of Laredo. I understand that any action inconsistent with the code or failure to take action mandated by this code may result in termination of employment, in losing the privilege of working with children/youth or termination of volunteer service in the Diocese of Laredo.

Printed Name

Title

Parish/Department/School/Other

City

Signature

Date