

Appendix F

Background Investigation Authorization Form

(Please Read Carefully Before Signing)

The Fair Credit Reporting Act (Amended 1997) has stipulation that we inform you that a background investigation may be processed as part of our screening and selection process. This investigation may include inquiries to gather legal information regarding your personal characteristics, mode of living, character and general reputation. This information, if gathered, is used to verify that specific information that you provided on an application, resume or during the interview process. Upon your written request, within a reasonable timeframe, the nature and scope of the report, if one is made, will be provided. In addition, if a report is processed, you have a right to request a copy of the report from the consumer reporting agency that provided same report.

The items of personal information requested below are needed to process your background investigation. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate business decisions.

Social Security # _____ - ____ - _____ **Your Date of Birth** _____ - _____ - _____
(Month, Day, Year)

Driver's License # _____ **State of Issue** _____

List all your addresses for the past 7 years, starting with most recent: (Must include present address)

Street Address	City	State	County	Zip Code	From Mo./Yr.	To Mo./Yr.
----------------	------	-------	--------	----------	-----------------	---------------

Have you ever been convicted of a felony? Yes___ No___ If Yes, Please explain:

Have you ever been convicted of a misdemeanor other than for first offenses for the following (drunkness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes___ No___ If Yes, Please explain:

Other names you have used, including maiden names and the date(s) your name(s) changed:

I authorize INSERT NAME OF PARISH, and/or Oxford Document Management and their agents to investigate my background as it pertains to employment, appointment or volunteering considerations. This may include information contained in public records which could include credit history, criminal files at the county, state and federal jurisdiction levels, motor vehicle records and investigations of employment history and performance and educational credentials. I hereby release all persons, companies or corporations furnishing such information from liability and responsibility. A photo static copy of this document can be substituted for the original. This document shall be valid for a period of 1 (one) year from the date of my signature.

Signature of Potential Employee: _____ *Date:* ____/____/____

Printed Full Name of Applicant _____

**Background Service Request
Fax Cover Sheet**

TO: Oxford Document Management Company

Phone: (763) 971-0124 Fax: (763) 971-0126
(800) 801-9114 (800) 951-9114
Email: info@oxforddoc.com

FROM:

(Insert Name of Parish)
Street: _____
Town: _____

Date: ____/____/____

SENDER:

(Insert Name of Parish Employee)
Phone: _____ # of Pages _____
Fax: _____ # of Applicants _____
Email Address: _____

SEARCHES REQUESTED: (Please mark all that apply)

____ Credit Category: ____ Staff ____ Other
____ Social Security # Trace
____ Criminal (County) Position Applied for:
____ Criminal (Statewide – BCA) _____
____ Criminal (Federal Districts) _____
____ Motor Vehicle _____
____ Education

Final Reports are to be sent back to the sender by: ____ Mail ____ Fax

SPECIAL INSTRUCTIONS: Lay Candidates

(Sender is to attach completed Background Investigation Authorization Forms for each candidate and employment applications/resumes if education is ordered)

ODM Fee Schedule – Public Records Checks

(Confidential)

Note: Additional names used by your candidates (i.e. maiden, alias's) may result in additional cost. Contact ODM for an explanation.

Criminal History: (County Jurisdictions)	\$15.00 Each
---	---------------------

(USA - 3,072 Possible Counties) Searches for felony and misdemeanor records are performed physically in the Clerk of Court Office of the courthouse in each specific county requested by our national network of researchers (i.e. Real Time/In Person!). Searches are based on the candidate's name and residential address history gathered from the "Authorization to Conduct Background Investigation" forms, applications, credit reports or Social Security Number Traces. Searches can also be based on an admitted offense by the candidate that occurred in a county never resided in. The highest level of accuracy exists at the county level in almost all cases. Data reported could include the offenses and disposition dates, case #s, original charges, active warrants, dismissals, convictions, and sentences and conditions; if any, that applied to each case.

Criminal History: (Statewide Jurisdictions)	\$15.00 (MN), \$85.00 (NY), \$40.00 (Others - if available)
--	--

(USA – 50 Existing Repositories) Searches are based on the same criteria followed in conducting county level searches. Not all statewide repositories can be accessed and many systems limit the information available (i.e. Felonies or conviction records only.) In many cases the data available is incomplete, and would be significantly less detailed than that at the county level jurisdiction.

See page 3 for a list of available states, expected turnaround times and restrictions (subject to change). Fee noted above does include all State disbursement fees.

Criminal History: (Federal District Jurisdictions)	\$15.00 Each
---	---------------------

(USA – 91 Districts) Searches are conducted on-line and are based on the same criteria as noted above. Data reported could include civil information (alleged violations of federal statutory or constitutional rights) and criminal records and complaints brought by the federal government itself (such as mail fraud, interstate drug trafficking, bank robbery, civil rights violations, major crimes crossing state lines, etc.). Federal District court records are not passed on to county/state jurisdictions.

Criminal History: (National Background Directory®)	\$20.00
---	----------------

The NBD is a national database of over 126 million criminal offense records from 38 states. Information compiled in the database is derived and updated from the following sources: State Sex Offender Registries, State Department of Corrections, State Probation and Parole, and various law enforcement and court record resources. Given the limitations of the data in the database and frequency of updating, we recommend that you only use the NBD as a supplement to our "real-time" criminal history record searches.

** Please read detailed description which accompanies this Fee Schedule **

Social Security Number (SSN) Trace:**\$8.00 Each**

Traces involve securing basic information from national credit bureaus to assist in verifying and validating name(s) used, address history and the year and state where the SSN was issued. Some past employment history may also be reported. Warning messages are also issued if the SSN given by the candidate is invalid, previously assigned to another individual, or death benefits have already been processed. Traces are extremely helpful in preparing the groundwork for conducting criminal record searches.

Credit Report:**\$15.00 Each**

Accessed via the Equifax national credit bureau database. Reveals an individual's creditor and account payment history, and any record of bankruptcies, tax liens, foreclosures, repossessions, collection items, etc. Credit Reports also help us validate the candidate's name, other names used, address history and Social Security Number information. Credit Reports provide a good snapshot of how the candidate handles their financial responsibilities and may reveal financial stress.

Motor Vehicle Record: (Statewide)**\$15.00 Each**

(USA – 50 states) Searches are conducted through each state's Department of Motor Vehicles. Searches are based on several criteria, which could include the candidate's name, social security number, date-of-birth and driver's license number. Data reported could include verification of the candidate's name, address, date-of-birth, validity of the license, past violations, revocations and suspensions

Education:**\$15.00 Each**

(USA – 4000+ Higher Education Institutions) Verification of a candidate's educational credentials. Data is collected via direct contact with the Registrar's Office, Student Records, Transcript Departments, Student Archives and state agencies. Data reported could include dates of attendance, graduation date, type of degree/diploma/certificate/GED received and major and minor fields of study.

Applicant Copy:**\$10.00 Each**

Several states (CA, MN, OK) mandate that a resident applicant have a right to request a copy of the consumer report that you may order. The opportunity for initiating this request must be included in your background investigation form. ODM will provide a copy of the report and mail it directly to the applicant.

Special Requests:**Rate to be determined**

ODM may be able to assist you with other investigative service capabilities. Do not hesitate to contact us and we will determine what assistance we can provide and at what appropriate rate.

NOTE: Fees are subject to change with or without notice. Contact ODM to verify current fees.

Oxford Document Management strives in good faith to obtain information from sources deemed reliable. This information, however, is secured from and managed by fallible sources (human and otherwise), and as a result, Oxford Document Management cannot be either an insurer or a guarantor of the accuracy of the information reported. The employees of Oxford Document Management are not allowed to render opinions regarding information reported.

Statewide Jurisdictions available (SUBJECT TO CHANGE)

<u>State</u>	<u>Turnaround (business days)</u>	<u>Restrictions/Requirements</u>
Alabama	1-2 days	
Arkansas	3 days	Felonies only
Colorado	1-2 days	
Connecticut	1-2 days	
Delaware	1-2 days	
District of Columbia	1-2 days	
Florida	1-2 days	
Georgia	1-2 days	Signature Required
Hawaii	1-2 days	Convictions only
Illinois	1-2 days	Convictions only, Signature Required
Indiana	14-21 days	
Iowa	1-2 days	
Kansas	7-10 days	Convictions only
Kentucky	1-3 days	
Maine	10-14 days	Convictions only
Maryland	2-3 days	
Massachusetts	14 days	
Michigan	1-3 days	Convictions only
Minnesota	1-2 days	
Mississippi	2-3 days	Signature Required
Missouri	2-3 days	Convictions only
Montana	2-3 days	
Nebraska	2-3 days	
New Jersey	1-3 days	
New Mexico	1-3 days	
New York	2-3 days	
North Carolina	1-3 days	
North Dakota	1-3 days	
Ohio	1-3 days	
Oklahoma	1-3 days	
Oregon	1-3 days	
Pennsylvania	1-3 days	Convictions only
Rhode Island	2-3 days	
South Carolina	1-3 days	Convictions only
South Dakota	1-3 days	
Tennessee	1-3 days	
Texas	1-3 days	
Virginia	3-7 days	
Washington	1-3 days	Signature Required
Wisconsin	1-3 days	
Wyoming	1-3 days	Signature Required

Statewide searches are not presently available to us, or require fingerprints in: Alaska, Arizona, California, Idaho, Louisiana, Nevada, New Hampshire, Utah, Vermont, and West Virginia.