



Background Check Authorization Form

I hereby authorize First Advantage Inc., on behalf of the Metropolitan Washington, D.C. Synod, to perform a Background Check. This will include a National Criminal File Search, County Courthouse Search, and Social Security Trace. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living. The following Consumer Reporting Agency will prepare the report: First Advantage Inc., Corporate Headquarters 1 Concourse Parkway NE, Suite 200, Atlanta, GA

By my signature I understand that the following checks may be run as a part of the process: National Criminal File Search, County Courthouse Search, Social Security Trace, Credit Check, Motor Vehicle Check.

(Please print)

Full Name: _____
Last Name First Name Middle Name

Social Security Number: _____ Date of Birth: _____
MM/DD/YYYY

Current Address: _____
Street City State Zip

Phone: _____ E-mail: _____

Congregation Requesting Check: _____
Name City, ST

Signature of Pastor/Council President: _____ Date: _____
(Signature required if background check is for a Synod Youth Event)

Reason for Background Check (e.g. Employment, Youth Event, Candidacy): _____

Previous Addresses (past 7 years, including **county** of residence)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____

I have included a copy of a government issued photo ID.

Signature: _____ Date: _____



Metropolitan Washington, D.C. Synod
Evangelical Lutheran Church in America

4005 Wisconsin Ave NW, P.O. Box 39105, Washington, D.C. 20016

metrodcelca.org

MN & OK Residents please note: In connection with your application for employment, your consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

YES, I am a Minnesota resident and would like a free copy of my consumer report.

YES, I am an Oklahoma resident and would like a free copy of my consumer report.

CA Residents please note: In connection with your application for employment, your credit report will be obtained and reviewed. Under CA law, you have a right to receive a free copy of your credit report by checking the appropriate box below. Your credit report will be mailed to you by the credit bureau. In the alternative, you may elect to receive the entire investigative consumer report, which will include your credit report.

YES, I am a California resident and would like a free copy of my credit report; or

YES, I am a California resident and would like a free copy of my investigative consumer report.

FOR OFFICE USE ONLY

Employer please note: If consumer checks "YES" regarding the credit report, and you do request a credit report, please fax this form to your First Advantage service center. If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.

Account Number: _____

BACKGROUND VERIFICATION DISCLOSURE

As part of the employment and volunteer service process, the Metropolitan Washington, D.C. Synod of the Evangelical Lutheran Church in America will obtain an investigative consumer report. The investigative consumer report may include information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living.

The following Consumer Reporting Agency will prepare the report:

First Advantage Corporate Headquarters

1 Concourse Parkway NE

Suite 200 Atlanta, GA 30328

California Notice: You have the right under Section 1786.22 of the California Civil Code to contact First Advantage during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at First Advantage's office at the address listed above. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want First Advantage to disclose to or discuss your information with this third party, you may be required to provide a written statement granting First Advantage permission to do so.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone, if you have previously made a written request and provided proper identification.

First Advantage has trained personnel to explain any information that is furnished to you and to explain any information that is coded.