



**INDIANA CONFERENCE  
BACKGROUND CHECK REQUEST FORM**

**This form is to be filled out by the requesting agency and signed by the candidate.**

Agency requesting the report: \_\_\_\_\_

Name of person filling out form: \_\_\_\_\_

Agency mailing address: \_\_\_\_\_  
\_\_\_\_\_

Agency Phone number: \_\_\_\_\_ FAX number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Background check is being requested for a:

District Candidate     Conference Candidate     Other Candidate    Example: new employee

EXPLAIN: \_\_\_\_\_

**CANDIDATE INFORMATION REQUIRED**

First Name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

Gender: F    M

Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (M/D/Year)

Complete Address: \_\_\_\_\_ (no PO Box address)

Home phone number: ( \_\_\_\_\_ ) \_\_\_\_\_    Email \_\_\_\_\_

**REPORT REQUEST:** (Check all the reports your agency requires you to have processed)

Social Security Number Trace

US Criminal Record Indicator (will be checked for every address the person has had)

Consumer Credit Report

**COST:**

There is a \$50 cost for this background check to be paid in advance by the candidate or the employer. Please make your check payable to Indiana Conference. Payment must be received with your forms in order to continue with your request.



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**NOTICE/AUTHORIZATION AND RELEASE FOR CRIMINAL RECORD CHECK AND/  
OR INVESTIGATIVE CONSUMER REPORT**

I, \_\_\_\_\_ (candidate, print name) hereby authorize the Indiana Conference of the United Methodist Church to request Kroll Background America, INC., to procure all requested criminal background checks and/or consumer reports on me as requested by the corresponding agency. These above mentioned reports may include, but are not limited to, personal credit history, a social security number verification; present or former address; criminal and civil history; and any other public record.

- I have received a copy of my rights under Fair Credit Reporting Act.**
- I understand a copy of these reports can be mailed to me if I request them and a copy will be filed with the Indiana Conference and the requesting office.**
- I understand that the background check information may be used in the psychological evaluation.**

Candidate's signature: \_\_\_\_\_  
Witness signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

**HAVING YOUR REQUEST PROCESSED  
Make checks payable to: Indiana Conference**

District or Conference candidates: Please send the request form (page 1 and 2) and a \$50 check to: Rev. Sandy Harlan, Associate Director of Clergy Services, 301 Pennsylvania Parkway, Suite 300, Indianapolis, IN 46280.

\_\_\_\_\_

**If you have any question regarding these forms please contact  
Rev. Sandy Harlan, 317-564-3252 or 877-781-6706, at the Indiana Conference Center  
or e-mail at [sandy.harlan@inumc.org](mailto:sandy.harlan@inumc.org)**

## 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 the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://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.** 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 identify 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, by September 2005 all consumers will be 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](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://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.
- **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.ftc.gov/credit](http://www.ftc.gov/credit).
- **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 1-888-5-OPTOUT (1-888-567-8688).
- **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.ftc.gov/credit](http://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. Federal enforcers are:

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921 Department of Agriculture	Office of Deputy Administrator - GIPSA Washington, DC 20250