

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chris Hipp  
Director  
[chipp@ruraltel.net](mailto:chipp@ruraltel.net)

Garry Baxter  
Assistant Director  
[gbncksec@ruraltel.net](mailto:gbncksec@ruraltel.net)

Thunder Ridge  
USD 110

Norton  
USD 211

Northern Valley  
USD 212

Smith Center  
USD 237

Palco  
USD 269

Plainville  
USD 270

Stockton  
USD 271

Phillipsburg  
USD 325

Logan  
USD 326

Osborne  
USD 392

Natoma  
USD 399

Dear \_\_\_\_\_,

In an effort to safeguard the children we serve, as a condition of employment, the NCKSEC screens all new applicants for positions within our organization to ensure those selected to work closely with our students are appropriate candidates.

The NCKSEC background check will include the following:

- Social Security Address Search
- County Criminal History Search
- Multi-State Criminal History Search
- Multi-State Sex Offender Search
- County Civil History (for any protection/restraining orders)

Please be aware that the background check will not include either of the following:

- Motor Vehicle Record Search
- Credit History/ Credit Report

The NCKSEC does not deem these two portions of the background search necessary to protect the safety of our students. The authorization and summary of rights forms are generic forms required by the National Screening Bureau and may appear to suggest that these searches will be conducted. **They will not be ordered as a part of your background search.**

Please complete the attached Authorization Form and return to the NCKSEC office via the fax number or address listed in the letterhead above.

Sincerely,

Chris Hipp  
Director  
NCKSEC Interlocal #636

## Volunteer Authorization and Disclosure

We value our employees, volunteers, the safety of children in our care and the people whom we serve. In order to help safeguard those in our care, the NCKSEC has joined the National Screening Bureau in conducting criminal background history checks on the volunteers and employees who have unsupervised contact with a child, the elderly or persons with disabilities.

Please complete this form of basic information about you, which assures the best possible program and safety for all. Information obtained will be handled in a confidential manner.

PLEASE PRINT CLEARLY

|   |               |               |                                      |                      |                   |                   |
|---|---------------|---------------|--------------------------------------|----------------------|-------------------|-------------------|
| Last Name   | First Name    | Middle Name   | Other Names Used                     |                      |                   |                   |
| If Married – How Long   | Maiden Name   |               |                                      |                      |                   |                   |
| Home Address  | City          | State         | Zip                                  | How Long<br>yrs mths |                   |                   |
| If less than 7 years at present address<br>Previous Address   | City          | State         | Zip                                  |                      |                   |                   |
| Phone #   | Sex<br>M<br>F | Date of Birth |                                      |                      | Social Security # | Drivers License # |
|   |               | MM            | DD                                   | YYYY                 |                   |                   |
| *NOTE: Date of birth, sex, and race are being requested only for purposes of identification in obtaining accurate retrieval |               | Race          | State Drivers License was issued in: |                      |                   |                   |

**Authorization:**

I understand that investigative inquiries on my background are to be made on me, to assess whether any reason exists that would suggest that I not be accepted for the position. If I am approved for volunteer service this background check authorization will be kept on file and may be used at any time during my service to procure further information. These inquiries will be made according to policies of the NCKSEC and will consist of, but not limited to ID verification, criminal history background check and/or driving record check using the services of National Screening Bureau. The information received will be kept confidential and will be used only to determine my suitability to volunteer or for employment.

I understand that I will have an opportunity to review the report and a procedure is available for clarification, if I dispute the record as received.

I authorize without reservation, any party contacted to furnish any or all of the above-mentioned information.

I release the NCKSEC and National Screening Bureau from any liability or damages resulting from the release of this information. I waive any present or future claims of privacy resulting from this information.

Further, I will allow a photocopy of this authorization to be as valid as the original for purposes conducting the necessary investigation.

The above information is true and correct to the best of my knowledge:

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have received a copy of "A Summary of your Rights"

The "Summary of your rights" form is a federally required document that explains what course of action you can take if you wish to dispute the findings of a background check or consumer report. It is **not** an authorization to pull your credit report.

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

**FOR QUESTIONS OR CONCERNS REGARDING: PLEASE CONTACT:**

|   |  |
|---|--|
| CRAs, creditors and others not listed below   | Federal Trade Commission<br>Consumer Response Center - FCRA<br>Washington, DC 20580<br>1-877-382-4367 (Toll-Free)          |
| 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<br>Compliance Management, Mail Stop 6-6<br>Washington, DC 20219<br>800-613-6743  |
| Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)                           | Federal Reserve Board<br>Division of Consumer & Community Affairs<br>Washington, DC 20551<br>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<br>Consumer Programs<br>Washington, DC 20552<br>800-842-6929                                  |
| Federal credit unions (words "Federal Credit Union" appear in institution's name)   | National Credit Union Administration<br>1775 Duke Street<br>Alexandria, VA 22314<br>703-518-6360                           |
| State-chartered banks that are not members of the Federal Reserve System  | Federal Deposit Insurance Corporation<br>Division of Compliance & Consumer Affairs<br>Washington, DC 20429<br>800-934-FDIC |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission                   | Department of Transportation<br>Office of Financial Management<br>Washington, DC 20590<br>202-366-1306                     |
| Activities subject to the Packers and Stockyards Act, 1921  | Department of Agriculture<br>Office of Deputy Administrator - GIPSA<br>Washington, DC 20250<br>202-720-7051                |