

REQUEST FOR LOCAL CRIMINAL RECORDS CHECK
(PROCESS THROUGH SHERIFF'S OFFICE
IN COUNTY WHERE PERSON LIVES)

TO:

The person listed below is in a position which is covered under Background Screening and is required to have a local criminal record check. Please provide any information you have in your local records on this individual.

SUBJECT NAME: _____ SSN: _____

ADDRESS: _____

DATE OF BIRTH: _____ RACE: _____ SEX: _____

RESULTS OF RECORD CHECK:

Your cooperation and assistance in this matter is greatly appreciated.

Heart of Florida Youth Ranch
NAME OF REQUESTOR

Post Office Box 336
ADDRESS

Citra FL 32113-0336

352/595-7100 352/595-4135
PHONE FAX

I hereby authorize this facility to check any, and all records pertaining to criminal activity, and for any law enforcement agency to release information regarding criminal activity under Florida Statutes or statutes of other jurisdiction.

DATE

SUBJECT'S SIGNATURE

Heart of Florida Youth Ranch
P.O. Box 336
Citra, Florida 32113

**CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK
IN COMPLIANCE WITH THE FCRA and the DPPA
(Fair Credit Reporting Act and the Federal Driver's Privacy Protection Act)**

Date: _____ Driver's Lic # _____ State Issued _____

Last Name First Name Middle Initial

Maiden and/or Other Last Names Used

Current Address City and County State and Zip Code

Date of Birth Social Security Number Circle One:
Male / Female

This authorization and consent for release of personal information acknowledges that

_____ (Hereafter referred to as "Company") and/or its agent, Secure Search, may now, or at any time I am assigned to, volunteer with or am employed by this Company, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of educational institutions attended; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veterans' Administration; criminal history information of file in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to Secure search, the following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.

I understand that these searches will be used to determine work assignment or employment eligibility under the company's employment or volunteer policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the company. In addition, I release and discharge the company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from my employer who has contracted with Secure Search 558 Castle Pines Pkwy., Unit B-4, #137 Castle Rock, CO 80108 at telephone number (866) 891-1954. After reading this document, I fully understand its contents and authorize the background verification.

Are you applying for employment in California, Minnesota or Oklahoma? Yes ___ No ___
If so, do you want a copy of any Consumer Report prepared concerning you? Yes ___ No ___

I understand that California law required Company to give me a copy of any report requested within seven (7) days of the date the information was obtained and that failure to do so will expose Company to liability (Section 1786.29).

The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations)
YES NO
If YES, please provide an explanation below:

