

AUTHORIZATION TO OBTAIN CONSUMER REPORT INFORMATION  
FROM AN OUTSIDE SOURCE ("CHOICEPOINT")

By signing below, I hereby authorize the Roman Catholic Bishop of Manchester, a corporation sole ("Diocese of Manchester") to obtain a criminal background check on me through a consumer reporting agency in order to make decisions regarding any aspect of my application to provide employment and/or volunteer services to the Diocese of Manchester, including periodic updated reports so long as I remain an employee/ volunteer.

I understand that I have the right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation conducted by the consumer report agency.

I authorize any firm, corporation, or government agency to provide the Diocese of Manchester with any information regarding any criminal activity of any kind in which I may have been engaged. I release and hold harmless any person or entity providing such information as well as the Diocese of Manchester and any consumer reporting agency from any liability which may result from the furnishing and review of this information.

I understand and agree that I can revoke this authorization only in writing and that such revocation will only be effective on receipt by the Diocese of Manchester.

I acknowledge that contemporaneous with my execution of this Authorization I have been given a Fair Credit Reporting Act Disclosure Statement.

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Current Street Address

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Town State Zip Code

\_\_\_\_\_  
List Any Other Names Under  
Which You Have Been Known

List below all states, towns and cities in which you have lived for the past 5 years including the dates of such.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*Note- Date of Birth will only be used to ensure an accurate investigation. It will not be used in any employment/volunteer decision.

Please read the following statement. Detach and retain this Disclosure for your records.

## **Fair Credit Reporting Act Disclosure Statement**

### **Disclosure**

The Diocese of Manchester, when considering your application and continued services as a volunteer may wish to obtain and use a criminal background check which is legally considered a “consumer report” from a “consumer reporting agency.” These terms are defined in the Fair Credit Reporting Act (“FCRA”) which may apply to you as a “consumer” under FCRA.

A “consumer” is an individual.

A “consumer reporting agency” is any person or business which for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing “consumer reports” to others and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing “consumer reports.”

A “consumer report” is any written, oral, or other communication of any information by a “consumer reporting agency” including, a consumer’s criminal record for purposes authorized under the Fair Credit Reporting Act. Please note that the only “consumer report” that you have authorized the Diocese of Manchester to obtain in connection with your employment and/or volunteer services for the Diocese is a criminal background check.

If the Diocese of Manchester obtains a criminal background report about you, and if the Diocese of Manchester considers any information in this report when making any decision that directly and adversely affects you as an employee or volunteer of the Diocese, you will be notified before the decision is finalized and you will be provided a copy of the “consumer report.” You may also contact the Federal Trade Commission about your rights under FCRA as a “consumer” with regard to “consumer reports” and “consumer reporting agencies.”