

RIDGEVIEW CHURCH BACKGROUND CHECK

Dear Volunteer,

Thank you for serving at Ridgeview Church. We are truly grateful for the way you offer your time and talents to the Lord through our ministries. As part of our commitment to creating a safe environment for everyone, Ridgeview Church requires background checks for all volunteers.

Please complete the **BACKGROUND CHECK AUTHORIZATION FORM**, sign it, and return it to your ministry leader or to Human Resources in the church office. If you drop it off at the office, place the completed form in a sealed envelope labeled “HR” and hand it directly to Barbara Osborne or another staff member. You may also place the sealed envelope in any of the locked offering boxes located throughout the church.

Background checks remain active for two years. All active volunteers are re-screened every two years. You do not need to submit a new form unless your information has changed.

If you have any questions or concerns, please contact Human Resources at 972-771-2661 ext. 105 or HR@ridgeview.net.

Thank you again for serving. We are blessed by you.



Scan the QR code for a copy of –

[**A Summary of Your Rights under the Fair Credit Reporting Act.**](#)

Note: Background screening reports are “consumer reports” under the FCRA. Companies that provide background screening reports are “consumer reporting agencies” under the FCRA.

CHILD PROTECTION TRAINING – every volunteer serving in children’s, youth or student ministry will receive an email invitation from *Protect My Ministry* to complete online Child Safety Training (Check your junk folders). Please watch the brief video and complete the quiz that follows. Upon successful completion of the training and quiz, *Protect My Ministry* will auto-generate a notice to Ridgeview’s HR department to update your volunteer status.

Note: This invitation expires after two weeks. If your invitation has expired, just reach out to your ministry leader and they will notify HR to re-send you a new invitation.

BACKGROUND CHECK AUTHORIZATION FORM

I understand that, in connection with my application to volunteer with Ridgeview Church ("Client"), the Client may request a *consumer report* and/or *investigative consumer report* as defined by the Fair Credit Reporting Act. These reports may be obtained from Kelmar Global or Protect My Ministry, Inc., depending on the type of check required.

These reports may include information about my character, reputation, personal characteristics, and lifestyle, and may involve interviews with individuals such as neighbors, friends, or associates. They may also include criminal history, driving records, social security verification, education or employment verification, and other background information. Reports may be obtained now and, if I continue serving, at any time during my volunteer service, as permitted by law, unless I revoke this authorization in writing.

I understand that I may request, in writing and within a reasonable time, a disclosure of the nature and scope of any investigative consumer report from:

- **Kelmar Global**, 23119 IH-10 West Bldg #6, San Antonio, TX 78257, 1-888-873-1714, kelmarglobal.com.
- **Protect My Ministry, Inc.**, 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618, 1-800-319-5581, protectmyministry.com.

AUTHORIZATION

By signing below, I voluntarily authorize the Client and its agents to obtain consumer reports and/or investigative consumer reports about me. I acknowledge receipt of access to [A Summary of Your Rights Under the Fair Credit Reporting Act](#) (see reverse) and confirm that I have read this Disclosure and Authorization.

THE FOLLOWING INFORMATION IS REQUIRED TO COMPLETE A BACKGROUND CHECK. PLEASE WRITE CLEARLY.

YOUR SIGNATURE _____ TODAY'S DATE _____

FIRST NAME _____ MIDDLE NAME _____ LAST NAME _____

OTHER NAMES USED (Maiden name, Aliases) _____

SOCIAL SECURITY # _____ DATE OF BIRTH (required) _____

EMAIL ADDRESS _____ PHONE # _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

List all other residences for the last seven years here (city, state, county):

DRIVER'S LICENSE # or STATE ID # _____ STATE ISSUED _____

GENDER ☐ Male ☐ Female

ETHNICITY ☐ Unknown ☐ White ☐ Hispanic ☐ Black/African American ☐ Asian/Pacific Islander ☐ Alaskan Native/American Indian

AREA(S) OF SERVICE _____ Ministry Leader _____

FOR STAFF ONLY:

Requested by _____

BC Completed _____ BC Status _____

F1 Updated _____ GL Notified _____ xls _____

Training Invite Sent _____