

Borough of Franklin Lakes
Volunteer Background Check Request
Fair Credit Reporting Act Background Check Disclosure & Notice Statement

In connection with your volunteer application and for other volunteer purposes, the Borough of Franklin Lakes (the "Borough") may seek background information about you from a consumer reporting agency. This information will be in the form of consumer reports, as defined by the Fair Credit Reporting Act, 15 U.S.C. §1681.

These reports may be obtained at any time after the Borough receives authorization from you, including any time during your volunteer service with the Borough, if the Borough approves your volunteer service.

Pursuant to the Fair Credit Reporting Act, consumer reports include any written, oral or other communication of information by a consumer reporting agency bearing on your character, general reputation and other characteristics that is expected to be used to determine whether you may become a volunteer. Consumer reports may include criminal records and driving records, among other resources.

By signing the Authorization to Obtain Consumer Reports under the Fair Credit Reporting Act, the applicant is authorizing the Borough to conduct a criminal history record background check in accordance with Borough Code §42-16. A "criminal history record background" is defined therein as a "determination of whether a person has a criminal record by cross-referencing that person's records with those on file with the Federal Bureau of Investigation Identification Division and the State Bureau of Identification in the Division of State Police." The Authorization to Obtain Consumer Reports under the Fair Credit Reporting Act is solely for the purpose of authorizing the Borough to obtain a criminal history record background in accordance with Borough Code §42-16, and shall not be utilized for any other purpose.

Instant Verification, Inc., the Borough's background check vendor, or another consumer reporting agency, will obtain the reports for the Borough.

Signature

Date

Printed Name

**Borough of Franklin Lakes
Volunteer Background Check Request**

The Borough of Franklin Lakes (the "Borough") requires volunteers to undergo a criminal background check. Each volunteer is responsible for notifying the Borough of any changes in background information that might render him/her ineligible for service. The Borough reserves the right to decline to accept the services of a volunteer or to request an individual to withdraw from volunteer service whenever, in the judgment of the Borough, it is in the best interest of the Borough.

This information is for background check purposes only:

Date: _____ Position Desired: _____

Name (please print clearly): _____

Date of Birth: _____ SS# (1st five #'s only): _____

Address: _____ E-Mail Address: _____

Previous Address (please list all for last 10 years): _____

Other than minor traffic violations, have you ever been convicted of a criminal offense that has not been expunged or sealed by court order, or are there any criminal charges now pending against you? (Please note: An affirmative response to this question is not an automatic bar to volunteer service. The nature of the offense, the time that has elapsed since the offense and the offense's relationship to the volunteer service for which you are applying are important.) Yes No

If yes, please explain (use other side if necessary): _____

Signature: _____ Date: _____

Authorization to Obtain Consumer Reports under the Fair Credit Reporting Act

I acknowledge that I have received and read the Fair Credit Reporting Act Background Check Disclosure & Notice Statement and this authorization. I certify that I understand the documents I have received. I hereby authorize the Borough of Franklin Lakes (the "Borough") or its authorized agents, for volunteer purposes, to obtain or prepare consumer reports, as defined by the Fair Credit Reporting Act, 15 U.S.C. §1681, at any time after it receives this authorization, including any time that I may serve as a volunteer with the Borough.

By signing this Authorization, I am authorizing the Borough to conduct a criminal history record background check in accordance with Borough Code §42-16. A "criminal history record background" is defined therein as a "determination of whether a person has a criminal record by cross-referencing that person's records with those on file with the Federal Bureau of Investigation Identification Division and the State Bureau of Identification in the Division of State Police." This Authorization is solely for the

purpose of authorizing the Borough to obtain a criminal history record background in accordance with Borough Code §42-16, and shall not be utilized for any other purpose.

I hereby authorize law enforcement agencies, federal, state and local agencies and courts, information bureaus, governmental agencies, the military, and other individuals and entities to provide any and all information that is requested by Instant Verification, Inc., other consumer reporting agencies, or the Borough.

I certify that the information provided on this form is true and correct. I understand that any information that I provide in a volunteer application or that I otherwise disclose during my service as a volunteer may be used to obtain consumer reports, as defined herein.

Signature

Date

Printed Name

**Borough of Franklin Lakes
Fair Credit Reporting Act Background Check
Release of Liability**

In consideration of the Borough of Franklin Lakes (the "Borough") processing my application for volunteer service, I, my heirs, executors, administrator, successors and assigns, hereby release, remise and forever discharge the Borough, its related affiliates (including the Borough of Franklin Lakes, members of its past, present and future governing body, officials, employees and agents) and the respective officers, administrators, volunteers and agents, collectively and personally, from any causes of action, claims, liability and demands whatsoever, known or unknown, in law or in equity, which I ever had, now have, may have, or claim to have against any or all of the entities or individuals arising from, or occurring as a result of the processing, investigation or any other action taken by the Borough relating to the request for or use of the results of my consumer report.

By signing this form, I acknowledge that I have read and fully understand the above release of liability.

Signature

Date

Printed Name