

Criminal Background Check Information Form

Disclosure and Authorization Form to Request Consumer Report Information

Background checks are eligible for two years for Girl Scouts of Western Washington.

A background check is required if:

- Volunteer has access to member records or Girl Scouts of Western Washington IT databases or systems
- Volunteer is driving unrelated youth members*
- Volunteer is working directly with youth*
- Volunteer is supervising overnight experiences with youth*
- Volunteer is traveling with youth or volunteers*
- Volunteer is handling money*, engaged in fundraising*, or engaged in product program* in a role other than a caregiver chaperone

*Requires Girl Scout membership, please go to www.girlscoutsww.org to register and a background check will be sent to you. If you are working directly with youth in a one-time capacity for less than one day, only a background check is required.

I, _____, understand and acknowledge that Girl Scouts of Western Washington will conduct a multi-state criminal background check on me as part of its screening process for volunteers. I understand that Girl Scouts of Western Washington may rely on this information in determining whether to extend an offer of volunteer services to me or to continue my volunteer service. If Girl Scouts of Western Washington contemplates making an adverse volunteer appointment-related decision that will affect me, based in whole or in part upon the results of a criminal background check, I will be provided with a copy of the criminal background check and a summary of my rights under the Fair Credit Reporting Act.

Background checks are subject to the Fair Credit Reporting Act. However, Girl Scouts of Western Washington checks only criminal convictions. Girl Scouts of Western Washington generally requires that volunteers be Girl Scout members. Exceptions to required membership are mainly limited to those volunteers who provide very short-term services that last no more than one day at a time. By my signature below, I authorize Girl Scouts of Western Washington or its authorized agents to conduct a criminal background check. I also authorize all agencies, bureaus, and information service organizations to provide the information requested. I hereby release any and all Consumer Reporting Agencies, including Girl Scouts of Western Washington, from any and all liability related to obtaining or disclosure of any information provided by me or obtained about me in connection with volunteer appointment with Girl Scouts of Western Washington.

Signature: _____ Date: _____

Questions? Contact customer care at 1(800)-541-9852 or customercare@girlscoutsww.org

All of the following information is required to conduct the criminal background check. Please print and write legibly.

What are you volunteering for:

Personal Information:

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: *Example: January 1, 1980*

Month: _____ **Date:** _____ **Year:**

Social Security Number: _____

Gender: **Female** **Male**

Phone Number: _____

Email Address: _____

Current Address (please include city, state, and zip code):

When did you begin living at this address? Month: _____ **Year:**

Previous Address (please include city, state, and zip code):

When did you begin living at this address? Month: _____ **Year:**

Are you a convicted felon? **Yes** **No**

Is anyone in your home a registered sex offender? **Yes** **No**

Please return this form to one of the following:

Email: background@girlscoutsww.org

Fax # (888) 308-4715

Address: 5601 6th Ave S. Suite 150, Seattle, WA 98108

Once received, background checks can take up to two weeks to process and go through all systems.