

The Diocese of Camden, New Jersey
DISCLOSURE AND AUTHORIZATION FORM
Consent to a Background Check
Updated December, 2023

DISCLOSURE

In connection with your employment, application for employment or as a volunteer (including contract for services), a criminal history background check, will be conducted. If you provide fingerprints, these will be submitted to law enforcement, including the New Jersey State Police and the Federal Bureau of Investigation, for the purpose of conducting a criminal history background check. Consumer reports may be requested from a Consumer Reporting Agency, including but not limited to Selection.com®. These reports may include information concerning criminal records from federal, state and other agencies which maintain such records and possibly other records as are needed to determine and/or confirm current and previous addresses in order to perform an appropriate criminal history background check. You have the right to make a request to Selection.com®, upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information and the recipients of any reports on you that Selection.com® has previously furnished within the two-year period preceding your request. Selection.com® may be contacted by mail at 155 Tri-County Parkway, Suite 150, Cincinnati, Ohio, 45246, or by phone at (800) 325-3609.

AUTHORIZATION

I AUTHORIZE, WITHOUT RESERVATION, THE CONSUMER REPORTING AGENCY, AND ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY, TO FURNISH THE ABOVE-MENTIONED INFORMATION.

The Consumer Reporting Agency is authorized to disclose relevant information obtained to the requesting entity for the purpose of making a determination as to my eligibility for employment, volunteering, or any other lawful purpose. I authorize the requesting entity to share relevant information obtained with the location(s) at which I seek to work or volunteer. By signing below, I certify that I have read and fully understand this authorization, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this authorization voluntarily and with the knowledge that the information being provided could affect my being hired, my employment, or my eligibility to volunteer.

PRINT NAME CLEARLY:

First Name _____ Middle Name _____ Last Name _____

SIGNATURE: _____ TODAY'S DATE: ____/____/____

SOCIAL SECURITY NO: _____ DATE OF BIRTH: ____/____/____

CURRENT ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

PHONE NO. () _____ EMAIL: _____

PREVIOUS ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

(If fewer than 5 years at current address)

Company Name: The Diocese of Camden, New Jersey

Location Name: Saint Teresa Regional School, Runnemede

Location Number: CAM208

The person signing this form is either a Volunteer or an Employee (PLEASE CIRCLE ONE)

Location Safe Environment Coordinator: Sister Santa Teresa Borzillo, IHM

Safe Environment Coordinator Phone: 856-939-0333

VOLUNTEERS



DIOCESE OF CAMDEN
Office of Child and Youth Protection

We can be sure that we love God's children when we love God and do what He has commanded. 1 John 5:2

Fingerprint process for parish employees, parish volunteers and school volunteers.
(School employees follow a different process.)
Effective February 17, 2020.

1. A Microsoft web browser like Internet Explorer or Edge is recommended.
2. Enter the following url: <http://uenroll.identogo.com>
3. Enter this Service Code to get started: 2F1J3Y
4. Click on the first option: Schedule or Manage Appointment
5. Enter your information as prompted. Note that your legal name must match exactly the name on the identification document you are bringing to the fingerprint location. Click Next when you have completed the page.
6. This page informs you that payment is now required at the fingerprint location. Only a credit card, business check or money order is accepted. No personal check and no cash. Click Next.
7. Enter the Contributor's Case Number. This is six-digits beginning with the letters CAM that is given to you by the parish or school safe environment coordinator and is specific to your location. For example, CAM001 or CAM260. If you enter the wrong number here, you will not receive a clearance letter. Click Next.
8. This page is your citizenship. Enter requested information. Click Next.
9. Answer the two questions. Click Next.
10. Enter your personal information. Click Next.
11. Enter your mailing address. Click Next.
12. Select from the drop down menu the document you will be bringing to the fingerprint location. Click Next.
13. Enter your zip code to find the nearest fingerprint locations to you. Click Search. Select the location, the date and the time and click on Submit. It is strongly recommended that you give yourself plenty of time and arrive early.
14. This will take you back to the page with the payment information. At the bottom of the page you will see your scheduled appointment. Click on Done.

If your parish or school reimburses the expense of the fingerprinting, please make sure you give the receipt to the safe environment coordinator.

February 2020