# ADULT APPLICATION

This application is also available in Spanish. Esta solicitud también está disponible en español.

Your participation in the BSA can help youth become better citizens.

Adult leaders serve as important role models for youth in the BSA and this application aids the chartered organization in selecting qualified adult volunteer leaders.

## **Youth Protection Training**

All adult applicants are required to take this training in order to complete the adult application process. Go to my.Scouting.org to create an account and take the training online or contact your local council for classroom training. Include a copy of your completion certificate with this application.

#### Mission

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

## **Criminal Background Check\***

In order to complete the adult application process, you will need to review the different disclosures that have been separately provided to you. The separate authorization form must be signed and returned when you submit your application.

## **Excerpt From the Declaration of Religious Principle**

The BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to these precepts from the Declaration of Religious Principle and the Bylaws of the BSA shall be entitled to register.

\*The four different background check forms must be torn off and each separately given to the applicant.



Leader Requirements

Adult leaders must possess the moral, educational, and emotional qualities that the BSA deems necessary for positive leadership to youth. They must also:

 Abide by the Scout Oath, Scout Law, and Scouter Code of Conduct. The Scouter Code of Conduct can be found at www.scouting.org/filestore/HealthSafety/pdf/Scouter\_Code\_of\_Conduct.pdf.

Subscribe to the precepts of the Declaration of Religious Principle.

- Reside within the USA or a U.S. territory, or be a U.S. citizen residing outside the USA.
- Respect and obey the laws of the United States of America.
- Be 21 years of age or older for primary leadership positions.
- Be 18 years of age or older for assistant leadership positions.
- Complete Youth Protection training (YPT) before application is processed and renew training as required.
- Review the disclosure information related to the BSA's background check process and complete and sign a Background Check Authorization form.
- Take leader position-specific training.
- Hold only one position within the same unit. The chartered organization representative may
  multiple as the committee chair or a committee member.

#### APPROVAL REQUIRED—UNIT ADULTS

Chartered organization head or chartered organization representative. The chartered organization representative is approved by the head of the chartered organization. All other adult leader applications must be accepted and approved by the head of the chartered organization or the chartered organization representative.

### APPROVAL REQUIRED—COUNCIL and DISTRICT ADULTS

Scout executive or designee must accept and approve all council and district adults.

Scout executive or designee must approve any adults who answer "yes" to any Additional Information question.

The adult leader application process will not be complete until Youth Protection training has been completed and a criminal background check has been obtained.

**Health information.** You should inform your unit leadership of any condition that might limit your participation. Before participating in activities with your unit, please fill out the Annual Health and Medical Record, No. 680-001, found on www.scouting.org/forms and provide it to your unit leadership.

Scouting magazine. This magazine is sent to all registered, paid adult leaders.

**Boys' Life.** Registered adults get a special rate. For a subscription to a great magazine and up-to-date information on Scouting, just fill in the *Boys' Life* circle on the application and pay the subscription price.

## The annual national registration fee is nonrefundable.

**BSA Privacy Policy** 

The BSA protects the confidentiality of the names and personal information of those who are affiliated with the organization. No commercial or unauthorized use is made of the names, addresses, and other confidential information. The BSA and its affinity groups may use registration information to notify registrants of benefit opportunities.

Nondiscrimination Policy

The BSA is open to all who meet the requirements. Scouting units are open to all and leaders are selected without regard to race, ethnic background, sexual orientation, or sexual identity, and is based on individual merit.

What Is the BSA Program?

The BSA program is outlined in the official publications of the BSA. Activities that are not in these BSA publications are not a part of the Scouting program. Leaders must not allow youth members or program participants to engage in any unauthorized or prohibited activities.

Training for New Leaders

The BSA is committed to your success as a volunteer while serving young people. To help you be successful there are training materials designed for you. Training resources are available through your local council and at my.Scouting.org.

What Makes a Trained Leader?

You are considered a trained leader when you have completed leader position-specific training for your position and have current Youth Protection training.

Youth Protection Begins With You™

Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere, even in Scouting. Youth safety is of paramount importance to Scouting. For that reason, the BSA continues to create barriers to abuse beyond what have previously existed in Scouting.

The BSA is committed to providing a safe environment for young people. The BSA provides parents and adult leaders with numerous online and printed resources on youth protection. All adult leaders must complete Youth Protection training as part of the registration process and renew their training as required. It is highly recommended that parents who participate in Scouting activities complete YPT. BSA publications and other media also provide strategies for personal safety awareness for Scouts and their parents. To learn more about the BSA's Youth Protection resources and to find age-appropriate programs and DVD materials, go to www.scouting.org/training/youthprotection.

All persons involved in Scouting must immediately report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused; physically or emotionally neglected; exposed to any form of violence or threat; or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No person may abdicate this reporting responsibility to any other person.

Additionally, any known or suspected abuse or behavior that might put a youth at risk must also be reported to the local Scout executive or the Scouts 1st helpline (844-Scouts1 or 844-726-8871).

**Youth Protection Policies** 

The BSA Youth Protection policies help to protect youth as well as adult volunteers. These and other key policies are addressed in the training:

- Two registered adults or one registered adult and a parent, one of whom must be 21 years of age
  or older, are required on all trips and outings. If trips and outings are coeducational, adults of both
  genders must be present. Venturing and Sea Scouting require both adults to be 21 or older.
- One-on-one contact between youth members and adults is prohibited at any time and location, except for situations involving transportation of a child with the prior authorization of the parent/ guardian. Even personal Scout conferences must be conducted in plain view of others.

Corporal punishment, hazing, and bullying are not permitted in Scouting. Only constructive discipline
is acceptable. Parents and unit leaders must work together to solve discipline problems.

 Separate accommodations for adults and Scouts (males and females and Scouts of disparate ages) are required.

Youth privacy is respected.

 Leaders are responsible for enforcing Youth Protection policies and reporting any abuse or policy violations.

For general questions, contact your local BSA council.

Middle name Last name	n <b>s MUST be answered. Write NONE if applicable.</b> Ing background. On Council Year				
organ	ience working with youth in other izations. Please provide contact information.				
Country Home address City State Zip code					
City	ous residences (for last 10 years).				
Home phone Ext. Cell phone					
X LITTLE ACTION OF THE COLUMN ASSETS OF THE COL	nt memberships (religious, community,				
Date of birth (mm/dd/yyyy)  Ethnic background:  Driver's license No.  Driver's license No.	ess, labor, or professional organizations).				
/ / / Caucasian/White O Hispanic/Latino O Pacific Islander O Other					
Gender Social Security No. (required) Occupation Employer 5. Refer	ences. Please list those who are familiar with character. References may be checked.				
O M O F Name _					
Ctoto 7in codo Name	3 ()				
Country Business address City State 210 code Telephon Name	э ()				
U S A               Telephon					
	ional information. Yes No k each answer.)				
○ Yes ○ No / / / a. H	ave you ever been removed from r asked to leave a leadership osition in an organization due to				
Boys' Life a	ostion in all organization due to lilegations regarding your personal onduct or behavior? Explain:				
I hereby certify that:					
1. I have read and affirm that I accept the Declaration of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and regulations of Religious Principle. I agree to comply with the rules and rules are rules and rules and rules are rules and rules are rules and rules are rules and rules are rules are rules and rules are rules are rules are rules are rules and rules are rules	o you use illegal drugs or abuse OC lcohol? Explain:				
2. I affirm that the information contained in this application is true and accurate to the best of my knowledge and belief.    I Affirm that the information contained in this application is true and accurate to the best of my knowledge and belief.   REQUIRED   Security   Sec					
To be completed by unit	lave you ever been arrested for a C				
Careful review of the information provided on this application is a significant step in Scouting's efforts to protect its youth members and deliver a quality program.	raffic violations)? Explain:				
APPROVALS FOR UNIT ADULTS: I have reviewed this application and the responses to any questions answered "Yes," and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and in the BSA.  APPROVAL FOR COUNCIL AND DISTRICT ADULTS: I have reviewed this application and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and in the BSA.	Has your driver's license ever been O				
emotional qualities to be an adult leader in the BSA.	suspended or revoked? Explain:				
Signature of chartered organization head or representative Date Displayed Date Date					
If applicant has an unexpired membership certificate, registration may be accomplished at no charge by transferring the registration.	Have you ever been investigated for, Caccused of, or charged with abuse or neglect of a minor child? Explain:				
New leader Position change Transfer application Enter membership number from unexpired certificate:	ogioti of a fillion office. Explaining				
	Are you aware of any reason				
council number.	not listed above that may call into question your suitability to				
Type: Crew Ship Participant Ship Crew Ship					
Crew Ship Participant Ship	supervise, guide, care for, and lead young people?				

524-501 **LOCAL** (

LOCAL COUNCIL COPY

Please print one letter in each space—press hard; you are making two copies.  BSA ADULT APPLICATION	NAME OF TAXABLE PARTY.
First name (No initials or nicknames)  Middle name  Last name	All questions MUST be answered. Write NONE if applicable.  1. Scouting background.
	Position Council Year
Preferred nickname:	Experience working with youth in other organizations. Please provide contact information.
Country Home address City State Zip code	
USA	Previous residences (for last 10 years).
Home phone Business phone Ext. Cell phone	City State
- X X X X X X X X X X X X X X X X X X X	
Date of birth (mm/dd/yyyy) Ethnic background: Driver's license No. State	Current memberships (religious, community, business, labor, or professional organizations).
Black/African American Native American Alaska Native Asian Caucasian/White Hispanic/Latino Pacific Islander Other	
Gender Social Security No. (required) Occupation Employer	References. Please list those who are familiar with your character. References may be checked.
O M O F	Name
City State Zip code	Telephone ()Name
Country Business address City State Zip code	Telephone ()
	Name
Position Code Scouting position (description)  Are you an Eagle Scout? Date earned (mm/dd/yyyy)	6. Additional information. Yes No (Mark each answer.)
○ Yes ○ No	A. Have you ever been removed from or asked to leave a leadership position in an organization due to
Email address	allegations regarding your personal conduct or behavior? Explain:
I hereby certify that:  1. I have read and affirm that I accept the Declaration of Religious Principle. I agree to comply with the rules and regulations of the BSA and the local council, including the Scouter Code of Conduct.  Signature of applicant  Date	b. Do you use illegal drugs or abuse C alcohol? Explain:
2. Leffirm that the information contained in this application is true and accurate to the best of my knowledge and belief.  INITIALS  O YPT completion certificate attached  Background Check Authorization form attached	
REQUIRED	c. Have you ever been arrested for a O
To be completed by unit	criminal offense (other than minor traffic violations)? Explain:
Careful review of the information provided on this application is a significant step in Scouting's efforts to protect its youth members and deliver a quality program.	Tame violations): Explain.
APPROVALS FOR UNIT ADULTS: I have reviewed this application and the responses to any questions answered "Yes," and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader in the RSA	
emotional qualities to be an adult leader in the BSA.	d. Has your driver's license ever been Suspended or revoked? Explain:
Signature of chartered organization head or representative Date Date Date	
If applicant has an unexpired membership certificate, registration may be accomplished at no charge by transferring the registration.	e. Have you ever been investigated for,
Enter membership number	accused of, or charged with abuse or neglect of a minor child? Explain:
New leader Position change Transfer application From unexpired certificate:	
Unit O Pack O Troop O Former leader O Multiple registration Transfer from Unit O Pack O Troop Unit No.:	f. Are you aware of any reason
Type: Crew Ship Participant council number: type: Crew Ship	not listed above that may call into question your suitability to supervise, guide, care for, and lead
District name	young people?
Unit No. OR Term: Months Registration fee \$ Boys' Life fee \$	young people?

Please print one letter in each space—press hard; you are making two copies.  BSA ADULT APP						
First name (No initials or nicknames)  Middle name  Last name	Suffix All questions MUST be answered. Write NONE if applicable  1. Scouting background.					
	Position Council Year					
Preferred nickname:	Experience working with youth in other organizations. Please provide contact information.					
Country Home address City	State Zip code					
USA	3. Previous residences (for last 10 years).					
Home phone Business phone Ext.	Cell phone City State					
X						
Date of birth (mm/dd/yyyy) Ethnic background: Driver's licens	se No.  State  4. Current memberships (religious, community, business, labor, or professional organizations).					
Gender Social Security No. (required) Occupation	Employer 5. References. Please list those who are familiar with					
O M O F	your character. References may be checked.  Name					
	State Zip code Name Name					
Country Business address City	State Zip code Name					
USA						
Position Code Scouting position (description)	e you an Eagle Scout? Date earned (mm/dd/yyyyy)  6. Additional information. Yes No (Mark each answer.)					
	2) Yes O No					
Email address	Boys' Life allegations regarding your personal conduct or behavior? Explain:					
I hereby certify that:  1. I have read and affirm that I accept the Declaration of Religious Principle. I agree to comply with the rules and regulations of INITIALS						
the BSA and the local council, including the Scouter Code of Conduct.  REQUIRED Signature of appli	b. Do you use illegal drugs or abuse Cant Date alcohol? Explain:					
2. I affirm that the information contained in this application is true and accurate to the best of my knowledge and belief.  REQUIRED  YPT complete REQUIRED	on certificate attached Background Check Authorization form attached					
C. Have you ever been arrected for a O						
To be completed by unit  To be completed by unit  criminal offense (other than minor traffic violations)? Explain:						
Careful review of the information provided on this application is a significant step in Scouting's efforts to protect its youth members and deliver a quality program.  APPROVALS FOR UNIT ADULTS: I have reviewed this application and the responses to any questions answered "Yes," and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader necessary to be satisfied that the applicant possesses the moral emotional qualities to be an adult leader necessary to be satisfied that the applicant possesses the moral emotional qualities to be an adult leader necessary to be satisfied that the applicant possesses the moral emotional qualities to be an adult leader necessary to be satisfied that the applicant possesses the moral emotional qualities to be an adult leader necessary to be satisfied that the applicant possesses the moral emotion of the possesses the moral emotion of the possesses that the applicant possesses the moral emotion of the possess						
emotional qualities to be an adult leader in the BSA.	d. Has your driver's license ever been suspended or revoked? Explain:					
Signature of chartered organization head or representative Date Signature of Scout executive of	r designee Date					
200g <sup>10</sup> 0 4 5 g 2 g 2 g 2 g 2 g 2 g 2 g 2 g 2 g 2 g	istration may be accomplished at no charge by transferring the registration.					
	accused of, or charged with abuse or neglect of a minor child? Explain:					
	red certificate:					
Unit O Pack O Troop O Former leader O Multiple registration Transfer from	Unit Pack Troop Unit No.:					
Type: Crew Ship Participant council number:	type: Orew Oship not listed above that may call into question your suitability to					
District name	supervise, guide, care for, and lead young people?					
Unit No. OR Term: Months Registration fee \$	Boys' Life fee \$					
524-501 APPLICANT COPY						

Tear off the following pages and provide to applicant separately.

## BACKGROUND CHECK DISCLOSURE

A consumer report is a background check in which information (which may include, but is not limited to, criminal background, driving background, character, general reputation, personal characteristics, and mode of living) about you is gathered and communicated by a consumer reporting agency ("CRA") to Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company").

Company may obtain a consumer report on you to be used for employment purposes as defined by applicable law (in your case this means for the purpose of evaluating you as a new or existing volunteer).

## ADDITIONAL DISCLOSURES

Minnesota individuals only: You have the right to request a complete and accurate disclosure of the nature and scope of any consumer report from First Advantage, P.O. Box 105292, Atlanta, GA 30348, 800-845-6004.

New York individuals only: Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company") may request or utilize subsequent consumer reports (other than investigative consumer reports) on you throughout your volunteer relationship with the Company. Upon request, you will be informed whether or not a consumer report was requested, and if such report was requested, informed of the name and address of the CRA that furnished the report. Your written request should be made to the Company at Boy Scouts of America, Membership Standards Team S201, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, Texas 75015-2079. You may also contact the Company by email at MembershipStandards@scouting.org.

#### City and County of San Francisco individuals only:



Employers with 20+ Employees Must Post This Notice for Applicants and Employees

## CITY AND COUNTY OF SAN FRANCISCO EDWIN M. LEE, MAYOR

OFFICIAL NOTICE TO JOB APPLICANTS AND EMPLOYEES

Fair Chance Ordinance Police Code, Article 49

Starting August 13, 2014, the Fair Chance Ordinance (San Francisco Police Code, Article 49) requires employers to follow strict rules regarding the use of arrest and conviction records in hiring and employment decisions. The ordinance covers job applicants and employees who would be or are performing work in whole, or in substantial part, in San Francisco and applies to employers who have 20 or more employees (regardless of the employees' locations).

Certain matters are off-limits. An employer may never ask about, require disclosure of, or consider: an arrest not leading to a conviction (other than an unresolved arrest that is still undergoing criminal investigation or trial); participation in a diversion or deferral of judgment program; a conviction that has been expunged or made inoperative; any determination in the juvenile justice system; a conviction more than 7 years old; and a criminal offense other than a felony/misdemeanor. Matters that are off-limits cannot be used by the employer for any reason at any stage of the hiring process.

An employer cannot ask about an individual's conviction history or unresolved arrests at the start of the hiring process. This includes through a job application form, informal conversation, or otherwise.

A mandatory interactive process for matters not off-limits. Only after a live interview has been conducted, or a conditional offer of employment made, is the employer allowed to ask about an individual's conviction history (except as to matters that are off-limits) and unresolved arrests. Only those convictions and unresolved arrests that directly relate to the individual's ability to do the job may be considered in making an employment decision.

Before the employer may take an adverse action such as failing/refusing to hire, discharging, or not promoting an individual based on a conviction history or unresolved arrest, the employer must give the individual an opportunity to present evidence that the information is inaccurate, the individual has been rehabilitated, or other mitigating factors. The individual has seven days to respond, at which point the employer must delay any adverse action for a reasonable time and reconsider the adverse action. The employer must notify the individual of any final adverse action.

Evidence of rehabilitation include satisfying parole/probation; receiving education/training; participating in alcohol/drug treatment programs; letters of recommendation; and age at which the individual was convicted. Mitigating factors include coercion, physical or emotional abuse, and untreated substance abuse/mental illness, that contributed to the conviction.

Preemption. Where federal or state law imposes a criminal history requirement that conflicts with a requirement of the Fair Chance Ordinance, the federal or state law will apply.

No Retaliation. An employer may not take an adverse action against an applicant or employee for exercising their rights under the ordinance or cooperating with the Office of Labor Standards Enforcement (OLSE). If you need more information, or wish to report an employer that you believe has violated this ordinance, please contact the OLSE at 415-554-5192 or email FCE@sfgov.org.

Employers must post this notice in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted. For copies of this notice in Spanish, Chinese, Filipino, Vietnamese, and Russian visit <a href="https://www.sfgov.org/olse/fco">www.sfgov.org/olse/fco</a> or call (415) 554-5192.

Los empleadores están obligados a publicar este aviso en inglés, español, chino, y todo idioma hablado por más del 5% de los empleados en el lugar de trabajo, sitio de trabajo u otro lugar donde se publica. Para obtener copias de este aviso en español, chino, filipino, vietnamita, y ruso visite .sfgov.org/olse/fco o llame al 415-554-5192.

如果您需要更多資訊或者想要舉報您認為違反本條例的雇主,請撥打 415-554-5192 或者發送電子郵件到 <u>FCE@sfgov.org</u> 聯繫 OLSE。

Kung kailangan pa ninyo ng higit na impormasyon, o nais mag-ulat ng employer na sa palagay ninyo ay lumabag sa ordinansang ito, mangyaring kontakin ang OLSE sa 415-554-5192 o email FCE@sfgov.org.

Các chủ nhân phải yết thị thông báo này bằng tiếng Anh, tiếng Tây Ban Nha, Trung Quốc, và bất cứ ngôn ngữ nào được nói bởi ít nhất là 5% người lao động tại nơi làm việc, công trường, hoặc địa điểm khác mà nó được yết thị. Để có văn bản của thông báo này bằng tiếng Tây Ban Nha, Trung Quốc, Philippines, Việt Nam và Nga, xin truy cập vào <a href="www.sfgov.org/olse/fco">www.sfgov.org/olse/fco</a> hoặc gọi 415-554-5192.

Работодатели обязаны вывесить это извещение на рабочих местах или других местах размещения подобной информации на английском, испанском, китайском и любом другом языке, если на нем говорит более 5% сотрудников. Для копий этого извещения на испанском, китайском, филиппинском, вьетнамском, и русском языке посетите наш веб-сайт по адресу www.sfgov.org/olse/fco или позвоните по номеру 415-554-5192.

## CALIFORNIA STATE LAW DISCLOSURES

(Non-Credit)

For California individuals only: Under California law, an "investigative consumer report" is a consumer report in which information on a consumer's character, general reputation, personal characteristics, or mode of living is obtained through any lawful means. In connection with your application to be a volunteer and/or continued engagement as a volunteer (i.e., for employment purposes under California law) with Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company"), Company may obtain an investigative consumer report (as defined under California law). With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), Company may investigate the information contained in your volunteer application and other background information about you, including but not limited to obtaining a criminal record report, obtaining information about your character, general reputation, personal characteristics and mode of living, verifying references, work history, your social security number, licensure, certifications, driving records, and other information about you, including interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making volunteer placement/staffing decisions. The source of any investigative consumer report (as this term is defined under California law and as explained more fully above) will be First Advantage, P.O. Box 105292, Atlanta, GA 30348, 800-845-6004. Information regarding First Advantage's privacy practices can be found at www.fadv.com.

Under California Civil Code section 1786.22, you are entitled to a visual inspection of files maintained on you by an ICRA, as follows:

- (1) In person, if you appear in person and furnish proper identification, during normal business hours and on reasonable notice. A copy of your file shall also be available to you for a fee not to exceed the actual costs of duplication services provided;
- (2) By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified addressee. An ICRA complying with requests for certified mailings under the California Code shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA:
- (3) A summary of all information contained in your files and required to be provided by the California Code shall be provided to you by telephone, if you have made a written request, with proper identification for telephone disclosure, and the toll charges, if any, for the telephone call are prepaid by you or charged directly to you.

"Proper Identification" means information generally deemed sufficient to identify you, which includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

# BACKGROUND CHECK AUTHORIZATION

(Please print) Name: First	Middle	Last	Suffix
List any other names used (nickname, m	aiden/married last name	s):	
Date of birth:			
To the extent permitted by applicable subsidiaries, affiliates, other related extended extend	ntities, successors, and background check(s) ackground from a constant, as described in the Law Disclosures (National authorization). My authorization and the Corization. My authorization ackground the criminal background the Company to share need to know, and/or the	d/or assigns (the "Cor and/or investigative of umer reporting agency ne Background Check Ion-Credit) (all of white rmation, statements, a california State Law life ion remains valid throut licable law, I agree Cot d check(s), during my orizations. Except as this information with the	mpany"), to procure consumer onsumer report(s) (as defined ("CRA") or from an investigate Disclosure, the Additional ich I have received separately and notices in the Background Disclosures (Non-Credit), as ighout my volunteer relationship ompany can procure additional volunteer relationship without otherwise prohibited by applicompany's current or prospects reasons (e.g., to place me in
For California, Minnesota, or Ol			
ICRA, or the Company (as applica	able) a copy of the repo	rt that Company may p	procure, please check this box.
Signature		Da	te