



The Presbytery of Detroit

INSTRUCTION FOR REQUESTING A CRIMINAL BACKGROUND CHECK

In compliance with the Presbytery of Detroit – Sexual Misconduct Policy and Procedures Manual approved April 26, 2005 Criminal Background checks shall be done according to Sections V.C.2.a & b of the Sexual Misconduct Policy and Procedures Manual for the following individuals:

- Prospective incoming clergy.
- Presbytery of Detroit Candidates moving to ordination in the Presbytery of Detroit.
- Prospective incoming Presbytery staff.
- ALL volunteers who may or will be spending the night with minors at Presbytery of Detroit sponsored functions.

The COM or Church representative is to see that the following forms are completed and submit them to the Executive Presbyter for approval of the request to perform a background check.

Form 1 - Request for a Background Check – To be completed by COM or Church rep.
Form 2 - Background Investigation Consent Form– To be completed by the Applicant.

REQUEST FOR A BACKGROUND CHECK

Form 1

Requestor: _____

Committee / Church: _____

Reason for request: _____

Requestor's Signature: _____

Date submitted: _____

Executive Presbyter Signature: _____ Date: _____

Forms that **must be submitted** as a package:

- 1. Request for Background Check – Form 1
- 2. Background Investigation Consent Form – Form 2

BACKGROUND CHECK RESULTS

Date Received: _____

Forms received:

- 1. Request for Background Check – Form 1
- 2. Background Investigation Consent Form – Form 2

Date Processed: _____

Results: Clear NOT Clear

Date Results are shared with the Requestor: _____



The Presbytery of Detroit BACKGROUND INVESTIGATION CONSENT

I, _____ (applicants complete name printed), hereby authorize the Presbytery of Detroit and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with the Presbytery of Detroit. I release the Presbytery of Detroit and/or its agents and employees and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits arising out of or related to the investigative process and/or the information obtained from any and all of the above referenced sources.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Candidate Information **MUST** be printed legibly.

Last Name: _____ First Name: _____

Middle Name: _____ Name Suffix: _____ (Sr, Jr, I, II, III)

Other Last Name: _____ Other First Name: _____

Other Middle Initial: _____

SSN: ____ - ____ - ____

Sex: Male or Female (Circle one)

Date of Birth: ____ / ____ / ____ (mm/dd/yyyy)

Street #: _____ Street Name: _____

Apt. #: _____ City: _____ State: _____

Zip: _____ County: _____

Phone #: (____) _____ -- _____

Signature: _____ Date: _____