

**DIOCESE OF TEXAS  
POLICY ON BACKGROUND CHECKS**

**Checks are required for all employees of the church and some volunteers. The diocesan office does the background checks for clergy.**

**Local congregations must do the checks for:**

- 1. all paid employees (full- and part-time)**
- 2. all nursery workers (paid or volunteer)**
- 3. volunteers who regularly supervise youth activities**
- 4. any volunteer who supervises an overnight youth event**
- 5. camp counselors**

**Background checks are to be filed in the personnel records of the congregation.**

**NOTICE: As of January 1, 2005, all Sunday School and Vacation Bible School teachers, leaders, and directors will need to have background checks and Safeguarding God's Children training.**

**If you wish the diocese to assist in the initiation of a background check, please have the person to be checked sign the release form and send it to Shirley Platt, Diocese of Texas, 1225 Texas St, Houston, TX 77002. She will initiate the check, and the report and billing will be sent directly to you.**



## BACKGROUND INQUIRY RELEASE FORM

In relation to my serving in The Episcopal Diocese of Texas, I understand and authorize the access of public information from various federal, state and other agencies maintaining information regarding any public information.

I also understand that this information may be accessed during my service and up to thirty (30) days after separation from this diocese. I hereby consent to you obtaining various public record information and other information from Diocesan/Church employers or agencies, by InfoQuest and/or any other party or agency in accordance with the Fair Credit Reporting Act and any and all state and federal laws. I also understand that the requested information below is to be used for proper identification only and not for discriminatory purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PLEASE COMPLETE THE FOLLOWING INFORMATION. PLEASE PRINT!

Position Sought \_\_\_\_\_

Church Name \_\_\_\_\_ City \_\_\_\_\_  
(Place of Employment/Volunteering)

Your **Full** Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_ M \_\_\_ F

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Current Home Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_ County \_\_\_\_\_

### List previous addresses for last ten (10) years:

Previous Home Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_ County \_\_\_\_\_

Previous Home Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_ County \_\_\_\_\_

Transports Children    Yes    No                      Has Financial Responsibility    Yes    No