

# DISCLOSURE REGARDING CONSUMER REPORTS

North Carolina Conference of The United Methodist Church (NCCUMC)  
700 Waterfield Ridge Place, Garner, NC 27529

919-779-6115

## **North Carolina Annual Conference Will Obtain a Background Check**

You acknowledge and understand that in connection with your volunteer application with North Carolina Conference (including any independent contract for services) or when deciding whether to modify or continue your ongoing involvement, we may obtain a “consumer report” and/or an “investigative consumer report” on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

## **Consumer Report Defined**

A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for involvement. A common term for a consumer report is a “background check report.”

## **Investigative Consumer Report Defined**

An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. An investigative consumer report might include, for example, calls to the personal references you provide or conversations with former supervisors or colleagues where you worked.

## **Reports May Contain**

The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

You further understand that these reports may include experience information along with reasons for termination of past employment. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested, and that a consumer report containing injury and illness, drug testing, or other medical records and medical information may be obtained only after a tentative offer of employment has been made.

## **Your Rights as a Consumer**

You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in Trak-1's files on you at the time of your request by providing proper identification.

You are further notified that, prior to being denied a volunteer position based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to Trak-1 should be forwarded to:

Trak-1 | Consumer Relations | 7131 Riverside Parkway | Tulsa, Oklahoma 74136

800-600-8999 | CustomerCare@trak-1.com

# AUTHORIZATION TO OBTAIN CONSUMER REPORT

The following is information required in order for North Carolina Conference to obtain a complete consumer report:

Full Legal Name: \_\_\_\_\_  
(First Name, Full Middle Name, Last Name)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Gender\*: M / F Race\*: \_\_\_\_\_

Local Church: \_\_\_\_\_ District: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

Other or Former Names: (AKA, Maiden Names, Married Names, Surnames, Etc)

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**\* This information will be used for background screening purposes only.**

## Your signature below indicates the following:

- You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to North Carolina Conference any records or information referenced in the provided disclosure statement for employment related purposes;
- You authorize North Carolina Conference ongoing procurement of any records or information, reports and records at any time during your employment to the extent allowed by law;
- You authorize the use of a fax or photocopy of this authorization as having the same authority as the original;
- You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish North Carolina Conference and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes;
- You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
- You have read and fully understand the foregoing disclosure and this authorization.
- You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

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

## When this form is complete:

Include a check for \$10 made payable to NCCUMC and include with this form and mail to the below address or you may email the form to [ani.simpkins@nccumc.org](mailto:ani.simpkins@nccumc.org) and pay the fee online by going to this link - <https://nccumc.org/laity/background-check-payment/>

North Carolina Conference UMC  
700 Waterfield Ridge Place  
Garner, NC 27529  
ATTN: Leah Wiebe-Smith