Special Ministries of Livingston County
Volunteer Criminal Background Check Policy

In keeping with the policy of the agency to prohibit harassment, abuse and neglect of recipients of service, it is the intent of the Board to take reasonable precautions in the screening of all volunteers who will have direct contact with participants and recipients of services. It is therefore the policy of Special Ministries that all volunteers be subject to a pre-screening, conviction only, criminal background check and that thereafter criminal background checks will be made annually as a term of continued participation as a volunteer.

Authorization

A properly signed and documented authorization will be obtained from each employee prior to the issuance of such a request for a criminal background check.

Name: _____
Last First Middle

Maiden name or previously used name(s): _____

Date of Birth: _____ Race: _____ Sex: _____

Social Security Number: _____

Michigan Driver's License Number: _____

I understand that the above information is required to perform a criminal records history check. I authorize Special Ministries to utilize the information provided above for the sole purpose of obtaining a criminal background check and/or a driver's record check.

*Signature:*_____ Date:_____

Record Confirmation

Date Request Sent: _____ Date Response Received: _____

Reviewed by: _____ Results & Action taken: _____