



# Background History Check Release Authorization Form Volunteer

<b>Legal Name: Last</b>	<b>First</b>	<b>Middle</b>	<b>Date of Birth (MM/DD/YY):</b>	<b>Driver's License Number and State Issued:</b>
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**Other Name(s) Used (maiden name, previous married name(s), aliases, assumed names, etc.):**

**Current Mailing Address:**

Male \_\_\_\_\_ Female \_\_\_\_\_

**Home Telephone Number:** \_\_\_\_\_ **Message Telephone Number:** \_\_\_\_\_

**List your residences outside the current county in which you have lived during the past ten years (use the back of this form if necessary):**

City \_\_\_\_\_ State \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Title of volunteer service position or activity for which you are applying:**

**OSU department in which the volunteer service will be performed (Extension Service, include the county to which you are applying):**

Oregon State University (OSU) is authorized by state law ORS 181.555 and ORS 802.179 to conduct a credit, criminal or motor vehicle records background check for purposes of qualifying an individual for volunteer service. Successful completion of a credit, criminal or motor vehicle records background check is a condition of your volunteer association with OSU.

**IMPORTANT: List all criminal convictions, even if they took place a long time ago. A conviction includes a plea of no contest, plea of guilty, or any court determination of guilt. Not all crimes are considered disqualifying. However, misrepresentation, misleading or false information, or failure to reveal required information requested will disqualify an individual from consideration for volunteer service or removal from volunteer service. Do not misstate or omit any material fact(s) as each statement made herein is subject to verification.**

In conducting credit, criminal and motor vehicle records background checks, OSU may use information maintained by the Oregon State Police, Federal Bureau of Investigation, credit agencies, law enforcement agencies and other records resources. OSU may request you to submit fingerprints for the purposes of conducting such a background check.

You will not be permitted to engage in volunteer services or activities, or your current volunteer association with the university will be rescinded, if you refuse to comply with a request to complete this form and participate in a credit, criminal, or motor vehicle record background check, or if you refuse to submit fingerprints.

You are entitled to review the credit, criminal and motor vehicle record history information maintained by the Oregon State Police, the Federal Bureau of Investigation, the Oregon Department of Motor Vehicles, and other such agencies who have supplied record history information to OSU. You have the right to challenge information you believe is inaccurate, incomplete, or maintained in violation of any state or federal statute or act. To obtain a copy of such information, you must contact these agencies directly.

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Release Authorization Form  
Volunteer**

<b>Legal Name: Last</b>	<b>First</b>	<b>Middle</b>	<b>Driver's License Number and State Issued:</b>
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Have you ever been convicted of any crime (including misdemeanor or felony) and/or motor vehicle conviction in Oregon, or any other state?  Yes  No

If yes, list each crime/conviction, date of conviction, city, and state. (Attach additional sheet, if necessary.)

Have you ever pled guilty or no contest to any crime (including misdemeanor or felony) and/or motor vehicle conviction in Oregon, or any other state?  Yes  No

If yes, list each crime/conviction, date of plea, city, and state. (Attach additional sheet, if necessary.)

Have you ever resigned volunteer affiliation or employment in order to avoid termination or other employment discipline; or to avoid possible civil or criminal proceedings?  Yes  No

If yes, describe:



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<b>Legal Name: Last                      First                      Middle</b>	<b>Driver's License Number and State Issued</b>
<p><b>Certification and Authorization:</b> I hereby authorize Oregon State University (OSU) to obtain reference information concerning me and to conduct a credit, criminal or motor vehicle record history check(s), as applicable, through law enforcement agencies, credit agencies, the FBI, courts, and other records resources. Information of a confidential and privileged nature is included in this authorization. I also understand that a conviction of a crime against a person or property may negatively impact or prevent me from obtaining a volunteer position with Oregon State University. Failure to comply with the request for authorization to conduct a credit, criminal or motor vehicle record history check(s) will disqualify me from volunteer service with OSU.</p> <p>I certify that the information I have provided on this form is complete and truthful. I understand that providing misleading or false information or failing to disclose convictions will be basis for disqualification from further consideration for volunteer service with the University. I understand that if I am appointed to a volunteer position, I must inform Oregon State University if I am subsequently convicted of any criminal offense during my appointment or affiliation with the University and its programs.</p> <p>I hereby release and discharge, to the extent permitted by law, Oregon State University, its employees, and any individual or agency obtaining information for Oregon State University, for any and all claims known or unknown, damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with this investigation. I also understand that I may appeal to Oregon State University its decision to disqualify me for volunteer service based upon the results of my credit, criminal or motor vehicle record history investigation if I contest that the information revealed by such investigation is incorrect. I have read and understand all of the above information.</p>	
<b>Volunteer Applicant's Signature</b>	<b>Date</b>

**Restricted Access:** The information you have provided on this form will be utilized as outlined in the OSU policy on background checks. OSU program directors, supervisors and staff will not routinely be provided information from this form or history check(s). They will be provided information by the OSU Office of Human Resources regarding the outcome of the check(s) by indication of a satisfactory or unsatisfactory determination. In order to restrict unintended disclosure, it is important that you submit this form as directed below.

**Extension Service Volunteer Applicants:**  
**Please complete and return this form to your county Extension Service Office in a sealed envelope. Please include on the envelope the county to which you are applying. The sealed envelope will be forwarded directly to the OSU Office of Human Resources for processing.**

**All other volunteer applicants:**  
 Please complete and return this form and send it via U.S Mail to the address below or you may deliver in person to:  
 Oregon State University  
 Office of Human Resources  
 122 Kerr Administration Building  
 Corvallis, OR 97331-2132  
 Attention: Employment Services Manager