

**CRIMINAL BACKGROUND CHECK - MS 123B.03**  
**COMBINED DISCLOSURE AND INFORMED CONSENT FORM FOR VOLUNTEERS**

*(Important: Please read carefully before signing.)*

White Bear Lake School District 624  
District Center  
4855 Bloom Avenue  
White Bear Lake, MN 55110  
651-407-7549

The Fair Credit Reporting Act requires that we inform you that a background investigation may be conducted as part of our volunteer screening process. This may include an inquiry to obtain information regarding your employment history, police record, education, qualifications, motor vehicle record, and/or credit and indebtedness. The primary objective of any investigation will be to verify information you provided on your application or consent form to volunteer with this district (includes paid and unpaid positions) with the district. A consumer report and/or an investigative consumer report may be obtained at any time during the background process or during your volunteer time with the district. Upon timely written request to our HR department, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

Are you willing to let us do a criminal background check on you? YES \_\_\_\_\_ NO \_\_\_\_\_

The following named individual has made application with this School District as a volunteer at

\_\_\_\_\_ :  
School

Full Legal Name of Applicant (*please print*): \_\_\_\_\_  
First Middle Last

Maiden, Previous or Alias: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month/Day/Year

I hereby authorize White Bear Lake Area Schools ISD 624 and/or Trusted Employees Employment Screening and their agents, without any reservation, to investigate my background as it pertains to criminal history pursuant to Minnesota Statute 123B.03 for the purpose of volunteering with the School District. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith.

This authorization shall be for a period of no longer than one year from the date of my signature.

\_\_\_\_\_  
Signature of Applicant/Volunteer

\_\_\_\_\_  
Date

**REQUEST FOR EXEMPTION FROM CRIMINAL BACKGROUND CHECK**

I hereby request exemption from the criminal background check at this time based on the following:

\_\_\_\_\_ I am *less* than 18 years of age. (Date of Birth: \_\_\_\_\_)

Print Full Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant/Volunteer

\_\_\_\_\_  
Date