

**Baltimore Yearly Meeting of the Religious Society of Friends**  
**CRIMINAL RECORDS & REFERENCE CHECKS**

**Authorization & Release**

Baltimore Yearly Meeting (BYM) requires a criminal records check as well as employer and personal reference checks for those who wish to work with youth or in a support capacity with youth pursuant to BYM's Youth Safety Policy and State law.

I authorize BYM and its affiliates to perform a criminal background check on me, including FBI and State Fingerprint based Criminal History Records checks, as deemed necessary by the State of MD for employees in Maryland.

I have been provided with a copy of my rights associated with being fingerprinted for Criminal History Records Checks (**Noncriminal Justice Applicant's Privacy Rights – page 2 below**)

I authorize the release information from my current and former employers as needed in response to reference checks by BYM.

I understand and authorize BYM to release the results of my criminal background check and employment and personal reference checks to appropriate leadership on an as-needed basis.

I understand and authorize BYM to conduct subsequent periodic criminal background checks so long as I continue to be involved with youth as a volunteer or employee, in any capacity.

I understand that, by law, I have the right to review the results of the criminal records check and I have the right to contest those results with the appropriate civil authorities.

I understand that the results of the criminal background check will be utilized for determining my eligibility for working with youth or in a support capacity with youth.

I understand that it is BYM's policy to disallow anyone with convictions for child abuse or sexual crimes to work with or near youth.

I hereby affirm that I have never been convicted of child abuse or sexual offenses.

I hereby affirm that I have never been accused of being sexually, physically or emotionally abusive of a child.

By my signature below, I for myself, my heirs, executors and administrators, do forever release and discharge and agree to indemnify Baltimore Yearly Meeting and its officers, employees and agents to be harmless from and against any and all causes of actions, suits, liabilities, costs, demands and claims and related expenses including attorneys' fees and court costs and any other expenses resulting from the investigation into my background in connection with my application to take or continue in a position as an employee, friendly adult presence or volunteer of Baltimore Yearly Meeting.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Signed in the presence of: \_\_\_\_\_ (Witness signature)

## **NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

**As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.**

- **You must be provided written notification**

<sup>1</sup>

**that your fingerprints will be used to check the criminal history records of the FBI.**

- **If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.**

- **The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.**

- **If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.**

**You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.**

<sup>3</sup>

**If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.**

**If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)**

<sup>1</sup>

<sup>2</sup>

<sup>3</sup>

Written notification includes electronic notification, but excludes oral notification.

See 28 CFR 50.12(b).

See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

<sup>2</sup>