

## DISCLOSURE AND AUTHORIZATION OF BACKGROUND INVESTIGATION

Given the sensitive nature of the work conducted by consultants for victims of crime, it will be necessary for OVC to obtain a criminal background check on all applicants. The Disclosure and Authorization of Background Information form signed by the applicant authorizes OVC TTAC, via ICF International, to conduct the background check. This **does not** include a credit check.

HireRight Inc. will conduct the background check, herein referred to as “Background Report,” and may pull information from public records including, but not limited to, the applicant’s Social Security number and criminal history to the extent permitted by law from various local, state, and federal agencies.

In order to complete the application process, you must print out, sign, and return the signed Disclosure and Authorization form to OVC TTAC. If the form is not received within 2 weeks of submitting your consultant network application, your application will be considered incomplete and deleted from the system.

You can send this form to OVC TTAC via one of the following methods:

<b>U.S. mail:</b>	OVC TTAC 9300 Lee Highway Fairfax, VA 22031
<b>Fax:</b>	703-225-2338
<b>Scan and Email:</b>	<a href="mailto:consultants@ovcttac.org">consultants@ovcttac.org</a>

Read more information about your [rights under the Fair Credit Reporting Act](#).

## Disclosure Regarding Background Investigation

ICF International (the "Company") may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, throughout your employment or your contract period.

HireRight, Inc., or another consumer reporting agency, will prepare or assemble the background reports for the Company. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761.

The Company **will not** conduct a credit check. The types of information that may be obtained include, but are not limited to: social security number verifications; address history; criminal records and history; public court records; and educational history verifications (e.g., dates of attendance, degrees obtained).

This information may be obtained from private and public record sources. Given the sensitive nature of the work conducted by consultants for victims of crime, if the Company should obtain information bearing on your association with criminal activity, then the Company will use such information to evaluate whether you would present an unacceptable risk in the work for which you are being evaluated.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

### Authorization of Background Investigation

I have carefully read and understand this Disclosure and Authorization form and the attached [summary of rights under the Fair Credit Reporting Act](#). By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc., and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may obtain background reports, throughout my employment or contract period.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, information service bureaus, record/data repositories, courts (federal, state and local), my past or present employers, the military and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the Company.

First Name:*	Middle Name:	Last Name:*	Suffix (Jr., Sr., etc.)
Home Address:*			
City:*	State / Territory:*	Zip Code:*	Country:*
Social Security Number*: _____		Full Date of Birth: (mm/dd/yyyy) * _____	
_____ Signature		_____ Date	

Fields marked with an asterisk (\*) are required.