

CONSENT TO RELEASE INFORMATION

Licensing regulations require a background check on all persons employed by a licensee, volunteering for a licensee, living with a licensee or having significant amount of contact with person in care of the licensee. RCW 74.15.030(2)(b), WAC 388-06A. Chapter 13.34 RCW also requires a criminal history review of all court appointed special advocates. RCW 13.34.100(3)(i)(j).

Your signature on this form allows the Department of Children, Youth and Families (DCYF) and any and all law enforcement agencies; including WSP and FBI; to check for criminal records, for child abuse with the DCYF Central Registry and with DCYF records and with any other social service agency in any jurisdiction in which you may have resided. I authorize the release of all background information to the Snohomish County Office of the Court Appointed Special Advocate.

If you wish to be considered for a volunteer position with the Snohomish County Office of the Court Appointed Special Advocate, you must complete this form in its entirety. **ORIGINAL SIGNATURE NEEDED (DO NOT FAX OR EMAIL)**

Applicant Information

Full Name: _____
First Full Middle Any Nicknames Last

Maiden Name Previous Married Name(s)

Any other names used (aliases):

Race: _____ Social Security No.: _____ Date of Birth: _____

Current Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Please list below ALL the residences where you have resided in the past ten years (if they differ from your current residence address) to include any residences outside of Washington State. Please attach a separate page if needed.

I understand my fingerprint background check will be submitted to both the Washington State Patrol and FBI to check for criminal history records. I understand that if I have a criminal history record, I will have opportunity to verify or challenge the results of the records obtained. I understand that my criminal history record check results will only be used for authorized purposes by the Snohomish County Office of the Court Appointed Special Advocate. (Criminal history information is not disseminated to other agencies.)

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signature: _____ Date: _____

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 you have certain rights which are outlined below.

- You must be provided written notification¹ 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 program 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 opportunity to volunteer based on information in the criminal history record.²
- 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.³
- 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.)

1 Written notification includes electronic notification, but excludes oral notification.

2 See 28 CFR 50.12(b).3 See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616