



5906 Harbour Park Drive, Midlothian, VA 23112 | phone: 804.739.4884 | fax: 804.739.6868 | email: info@vanaz.org | www.vanaz.org

To the Candidates for District License:

The Ministerial Credentials Board of the Virginia District and the entire Church of the Nazarene recognize the importance of protecting its ministers and congregations. The use of background checks has become a matter of standard operating procedure for churches in any number of settings (i.e., those who work with children and youth). The use of a background checks as part of the process for receiving a district license is really a matter of due diligence by the district and serves as a way to protect every applicant for ministry. The Credentials Board has discussed this matter and recommended that we find a reasonable way to implement this procedure. In accordance with the 2017-2021 Manual of the Church of the Nazarene (paragraph 532.1), the District Advisory Board has also adopted the policy.

The reports generated by www.backgroundchecks.com are maintained on their computers and servers. There is a one-time charge of \$20 per applicant, which should be attached to the release form and sent to the District Resource Center (DRC) at 5906 Harbour Park Drive, Richmond, VA 23112. We hope that you will see this expense as an investment in the ministry. We do appreciate your support.

(Please make note that the fee has changed to \$20.)

Questions about this new policy can be directed to the District Resource Center office, District Superintendent and the District Secretary's offices. Thank you for your support of this new step to protect our ministers and the wonderful reputation we have for caring, compassionate and grace filled ministry to others.

In Jesus' Strong Hands,

A handwritten signature in black ink that reads "J. Phillip Fuller". The signature is written in a cursive, flowing style.

J. Phillip Fuller, Superintendent

Please return the attached form to the Virginia District Resource Center by one of the following methods:

Save this form to your computer and attach it in an email to info@vanaz.org

or mail a printed copy of the form to -

Virginia District Resource Center

5906 Harbour Park Drive, Midlothian, VA 23112.

*** Your form will not be considered complete until the \$20.00 payment has been received at the DRC.**

**** Electronic submissions as an email attachment are preferred and appreciated.**

Background Check Inquiry Authorization Release

1. I understand that investigative reports may be generated on me that may include information as to my criminal or civil record history. I understand that backgroundchecks.com, on behalf of the Virginia District Church of the Nazarene, may be requesting information from public and private sources about any of the information noted earlier in this paragraph in connection with the Virginia District's consideration of me for district licensing and/or ordination at any time during my tenure with the Virginia District Church of the Nazarene, and give my full consent for this information to be obtained. I further understand that the Virginia District Advisory Board and the Virginia District Ministerial Credentials Board may be granted access to this information, at the discretion of the District Superintendent. This information is confidential and will not be used for any other purpose.
2. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this release shall be as valid as the original. This release is valid for most federal, state and county agencies.
3. I hereby authorize any agency or organization contacted by backgroundchecks.com to furnish the information described in paragraph 1. I understand that I have rights to a copy of the report if it adversely affects my licensing or ordination. I further understand that I may have additional rights per the Fair Credit Reporting Act.
4. Communications with backgroundchecks.com should be directed to PO Box 353, Chapin SC 29036 or (866) 300-8524.

CANDIDATE COMPLETE THE FOLLOWING:

_____ Signature		_____ Today's Date	
Print Name: (First)	(Middle)	(Last)	(Maiden)
_____ Other Names Used			
Current Address Since: (Mo/Yr)	(Street)	(City)	(State/Zip)
_____ Phone: *	_____ Email: *		* for Virginia District contact purposes only

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

_____ Date of Birth	_____ Social Security Number
_____ Driver's License Number and State	_____ Name as it appears on License

Have you ever been convicted of a crime? No Yes If yes, please provide city and state of conviction and details of conviction.

FAIR CREDIT REPORTING ACT NOTICE:

In accordance with the Fair Credit Reporting Act (FCRA, Public Law 91-508, Title VI), this information may only be used to verify a statement(s) made by an individual in connection with legitimate business needs.

The depth of information available varies from state to state. Status of updates are available on request. Although every effort has been made to assure accuracy, backgroundchecks.com cannot act as guarantor of information accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. backgroundchecks.com's policy requires purchasers of these reports to have signed a Service Agreement. This assures backgroundchecks.com that users are familiar with and will abide by their obligations, as stated in the **FCRA**, to the individuals named in these reports.

If information contained in this report is responsible for the suspension or termination of an employee or the application process, have the Candidate/employee contact backgroundchecks.com.