

**Below are the two packages offered by our background check vendor, Praesidium.**  
**As you return the consent forms to the Presbytery office, make sure to let us know which package you want run!**

## **PACKAGES**

- ***Praesidium Package. RECOMMENDED.***

- Created specifically to meet our high standards of due diligence (conducting the Confidence Package AND County Criminal Records Searches for counties of residence over the past 10 years), the Praesidium Package includes our Confidence Package plus one (1) County Criminal Records Search (either INDIVIDUAL COUNTY or STATEWIDE).
- Review the County Criminal Records Search – STATEWIDE PARTICIPATION LIST to determine if the state participates.
- Results for the Confidence Package are returned to you near instantly; turnaround time for the County Criminal Records Search component varies by county, typically 3-7 business days.
- \$12.00 per search.

- ***Confidence Package.***

- This bundled search includes a Multi-State Criminal Records Search and National Sex Offender Registry Search, Social Security Number Trace, and Alias Search.
- We begin this search by running a social security number trace to identify all names (including aliases) and addresses known to be associated with the social security number. We then run a Multi-State Criminal Records Search and National Sex Offender Registry Search for every name identified by the social security number trace.
- This is our basic recommendation for screening employees and volunteers.
- **Multi-State Criminal Records Search has limited information for the following states: CO, DE, LA, MA, SD, VT, WV, and WY. You must run County Criminal Records Search to get records for these states.**
- Results are returned to you near instantly.
- \$6.25 per search.

**BACKGROUND CHECK CONSENT FORM**

***Applicant should complete all relevant information and sign and date the form***

**PLEASE WRITE LEGIBLY!**

Applicant's Name (Printed): \_\_\_\_\_  
FIRST MIDDLE LAST

Maiden Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Other Names Used: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\*NOTE: The above information is **required** for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. Presbytery of West Virginia abides by all applicable state and federal employment laws.

**ADDRESSES (for the past 7 years)**

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Former Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Former Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Please list all states and counties of residence since turning 18:

\_\_\_\_\_  
\_\_\_\_\_

**MOTOR VEHICLE RECORDS**

Name as it appears on License: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of License: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize Presbytery of West Virginia, and/or their agents to make an independent investigation of my background, references, character, past employment, education, credit history, adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with Presbytery of West Virginia.

I release Presbytery of West Virginia and their agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or law suits in regards to the information obtained from any and all of the above referenced sources used. The name above is my true and complete legal name and all information provided above is true and correct to the best of my knowledge:

Signature of Applicant

Date