

**AUTHORIZATION AND CONSENT FOR THE RELEASE OF INFORMATION  
COAST GUARD COMMUNITY SERVICES COMMAND**

I hereby authorize Vereda, Inc. (Vereda), its clients, and/or any of its authorized agents to gather background information. This information may include criminal history, credit records, social security number verification, driving records, drug screens, education, employment history, professional references or any other pertinent information related to the function of the job for which I am applying. I also authorize this information to be re-verified at any time during my employment. I understand that all information provided on this release is for identification purposes only and is necessary in order to conduct a background check. I understand that all information is gathered in accordance with the provisions of the Fair Credit Reporting Act (FCRA). I understand that the inquiries and verifications conducted by Vereda are for employment purposes only and are not an invasion of my privacy. I agree that a copy or facsimile of this authorization shall be as valid as the original. I release and discharge Vereda and all of its agents, any expenses, losses damages and liabilities for the investigative process. In compliance with the FCRA, I understand a copy of any report provided to the prospective employer will be provided to me upon my written request. I authorize, without reservation, any party, institution or agency contacted by Vereda during the investigative process to furnish the requested information.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**\*\*The section below must be complete and all information must be legible to ensure timely and accurate processing.**

\_\_\_\_\_  
Last                      First                      Middle                      /                      /                      -                      -                      -  
Name (please print)                      Date of Birth                      Social Security Number  
(for verification purposes only)

\_\_\_\_\_  
Alias/Previous/Maiden Name (s)                      Mothers Maiden Name (Puerto Rico applicant only)

\_\_\_\_\_  
Current Address                      City, State, Zip                      Dates from/to

\_\_\_\_\_  
Previous Address                      City, State, Zip                      Dates from/to

\_\_\_\_\_  
Driver's license number                      State Issued

**• Notice to California applicants**

Under Section 1786.22 of the California Civil Code, you have the right, with proper identification, to request a copy of your report including the nature and substance of all information in Vereda's files that pertains to you. Upon written request, the report will be sent to you at the current address listed above.

**• Notice to New York applicants**

Under Article 25, Section 380-g of the New York General Business Law, if a consumer report is requested on an individual, a copy of Article 23-A of the New York Correction Law which governs the employment of persons previously convicted of one or more criminal offenses must be provided. Should a consumer report received by an employer contain criminal conviction information, the employer must provide the applicant or employee who is the subject of the report, with a printed copy of the report along with a copy of Article 23-A of the New York Correction Law.

**California, Minnesota & Oklahoma Applicants Only:** Please check here to have a copy of your consumer report sent to you.

***THE SECTIONS BELOW ARE FOR INTERNAL USE ONLY***

**Screening Package (Includes 7 year Comprehensive Criminal Search, National Criminal Database and Sex Offender Check, Credit Report, Social Security Verification w Address History)**

**If additional services are required, please check:**

**Employment**       **Education**       **Drug**       **MVR**       **Other** \_\_\_\_\_

**Client Name:** USCG Community Svcs Command      **Location Code:** \_\_\_\_\_      **Date of Request:** \_\_\_\_\_

**Contact Name/Email:** Chris Hamilton      **Phone Number:** (757) 842-4793

**Fax Completed Forms to CSC HR at (757) 424-2647**

**\*\*\*Please note, application or resume must be sent along with consent form if employment and/or education verification is requested.**