

Common Defects on Adult Leader Applications

A few years ago, the adult leader application forms changed. There are now two pages of the application that need to be completed and turned in to the council, along with a **Youth Protection Training** certificate, in order to be processed.

One of those pages (identified below as the “CBC” page) contains information about the criminal background check progress and asked for the name of the applicant and their signature authorized the council to complete a background check.

“CBC” Page

Disclosure/Authorization Form
NOTICE TO APPLICANT REGARDING BACKGROUND CHECK

In order to safeguard the youth in our care, the Boy Scouts of America will procure consumer reports on you in connection with your application to serve as a volunteer, and the Boy Scouts of America may procure additional consumer reports at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The Boy Scouts of America has contracted with ChoicePoint, a consumer reporting agency, to provide the consumer reports. ChoicePoint may be contacted by mail at ChoicePoint, 1000 Alderman Drive, Alpharetta, GA 30005 or by telephone at 800-845-0004.

The consumer reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include but are not limited to Social Security number verification, sex offender registry checks, criminal records checks, inmate records searches, and court records checks. The information contained in these consumer reports may be obtained by ChoicePoint from public record sources. The consumer reports will not include credit record checks or motor vehicle record checks.

The nature and scope of the consumer reports are described above. Nonetheless, you are entitled to request a complete and accurate disclosure of the nature and scope of such reports by submitting a written request to ChoicePoint at the address listed above. Additional notices for applicants in California, New York, Minnesota, and Oklahoma are provided.

ADDITIONAL NOTICES TO CALIFORNIA, MINNESOTA, OKLAHOMA, AND NEW YORK APPLICANTS

California
 Under California law, the consumer reports described above that the Boy Scouts of America will procure on you are defined as investigative consumer reports. These reports will be procured in connection with your application to serve as a volunteer, and additional reports may be procured at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The reports may include information on your character, general reputation, personal characteristics, and mode of living.

Under section 1786.22 of the California Civil Code, you may inspect the file maintained on you by ChoicePoint, during normal business hours and with proper identification. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication, by appearing at ChoicePoint's offices in person, during normal business hours and on reasonable notice, or by certified mail upon making a written request. You may also receive a summary of the information contained in this file by telephone. ChoicePoint will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information. This written explanation will be provided whenever a file is provided to you for visual inspection. If you appear in person, you may be accompanied by one other person of your choosing, who must furnish reasonable identification.

For Applicants in California, Minnesota, and Oklahoma Only

You have the right to request a free copy of any report procured on you. If you wish to receive a free copy of any report procured on you, check the box below.

I request a free copy of any report procured on me.

New York
 As explained above, a consumer report will be requested in connection with your application, and additional consumer reports may be requested during the course of your service with the Boy Scouts of America. You have the right, upon request, to be informed whether or not a consumer report was requested and, if a consumer report was requested, of the name and address of the consumer reporting agency that furnished the consumer report.

APPLICANT'S ACKNOWLEDGMENT AND AUTHORIZATION

I have carefully read this notice and authorization form and I hereby authorize the Boy Scouts of America and ChoicePoint to procure a consumer report, which as described above will include information relating to my criminal history as received from reporting agencies. I understand that this information will be used to determine my eligibility for a volunteer position with the Boy Scouts of America. I also understand that as long as I remain a volunteer, additional consumer reports may be procured at any time. I understand that if the Boy Scouts of America chooses not to accept my application or to revoke my membership based on information contained in a consumer report, I will receive a summary of my rights under the Fair Credit Reporting Act and contact information for the reporting agency, ChoicePoint.

My signature below indicates that I have read, understand, and accept the accompanying disclosures and acknowledgments.

First name (No initials or nicknames) Please print: _____ Middle name _____ Last name _____ Suffix _____

Signature of applicant _____ Date _____

A copy of a current Youth Protection Training certificate must be attached to the other two pages of the application.



These highlighted areas are often missed, but are required.

- Date of birth
- Social Security #
- Questions 6a-e

The other page that needs to be completed looks like the form shown to the right.

The applicants signature is required in the two highlighted areas.

ADULT APPLICATION 524-501A This form is read by machine. Please print the numbers and letters as shown: 1 2 3 4 5 6 7 8 9 0 A B C D E F G H I

UNIT SCOUTERS (Fill in the circles.) Council/district position _____ OR District name _____

EXP. DATE / / TERM MONTHS New leader Former leader

TRANSFER FROM: COUNCIL NO. _____ TYPE OF UNIT _____ UNIT NO. _____

Please print one letter in each space—press hard; you are making three copies.
 FIRST name (No initials or nicknames) _____ Middle name _____ Last name _____ Suffix _____

Have you completed: Youth Protection training First Start training

Country _____ Mailing address _____ City _____ State _____ Zip code _____

Home phone _____ Business phone _____ Ext. _____ Call phone _____

Date of birth (mm/dd/yyyy) _____ Ethnic background: Black/African American Native American Alaska Native Asian Hispanic/Latino Pacific Islander Other _____ Driver's license No. _____ State _____

Gender M F Social Security No. (required) _____ Occupation _____ Employer _____

Country _____ Business address _____ City _____ State _____ Zip code _____

Position Code _____ Scouting position (description) _____ Are you an Eagle Scout? Yes No Date earned (mm/yy/yyyy) _____

E-mail address (select one) Work Home _____

APPROVALS FOR UNIT SCOUTERS
 Signature of unit committee chairman _____ Date _____
 Signature of chartered organization head (representative) _____ Date _____

Signature of applicant _____ Date _____

Signature of Scout executive or designee _____ Date _____

Signature of unit committee chair is required.

Signature of charter org representative is required.