

BOROUGH OF ROCKAWAY
ROCKAWAY, NJ
Authorization and Release Consent Form

Acknowledgement and Consent to Obtain Criminal Record Information Pursuant to the State of New Jersey Public Law 1999, Chapter 432 and the Borough of Rockaway and Borough of Rockaway Recreation Department Policy, which requires background checks for Borough of Rockaway's Recreational Activities.

To foster safety and security of the children who participate in our recreation programs, it is the policy of the Borough of Rockaway and Borough of Rockaway Recreation Department's policy to conduct criminal background screenings of all Recreation Department volunteers, staff and coaches (hereinafter referred to as "applicants"). Applicants will only be screened for criminal convictions as detailed on the reverse side of this form. If you wish to serve as an applicant, you must execute the consent form to allow the Recreation Department to conduct such searches. If you have ever been convicted or pled guilty to any of the crimes listed on the reverse of this Consent Form, you will be automatically disqualified from serving as an applicant.

I, _____ have read and hereby consent to allow Borough of Rockaway and the Borough of Rockaway Recreation Department, through its employees, agent or third-parties retained by the Department, to conduct a criminal background record search of me. I understand, acknowledge, and consent to the fact that this search is a condition of my service as an applicant. I also understand, acknowledge, and consent that if the results of the search reveal a conviction of guilty plea to any of the crimes listed on the reverse side of this consent form, I will be disqualified from serving as an applicant.

I hereby release and agree to hold harmless Borough of Rockaway and the Borough of Rockaway Recreation Department, its agents, employees or other third party, and/or any other person or organization that may provide information.

I also understand that, regardless of previous appointments as an applicant, Borough of Rockaway and the Borough of Rockaway Recreation Department is not obligated to appoint me as an applicant. Borough of Rockaway and the Borough of Rockaway Recreation Department reserve the right to appoint or not appoint applicants at their discretion. I have read the above sections and the reverse of this form and by signing this consent, I accept all conditions stated herein.

PLEASE

Full First Name Middle Name Last Name

PRINT

Date of Birth Home Phone Number Work Phone Number

CLEARLY

Current Address – Street Number, Street Name, City, State, Zip Code

Previous Address (last 5 years), Street Number & Name, City, State, Zip Code

Email Address: _____ Drivers License # _____

(Must include copy with consent form)

Social Security Number _____ Date of Rutgers Certification: _____

Signature

Date

Have you ever been convicted of a crime or disorderly persons offense as listed in N.J. PL15A:3A-3, which would disqualify you as a volunteer coach? _____ (yes or no)

If yes, list crime/offense and date of conviction.

Thank you for your application. Your cooperation will help us provide a safe and healthy recreation experience for the youth of our community.

NOTE:

1. Information collected by the Borough of Rockaway and Borough of Rockaway Recreation Department in order to conduct background searches (such as driver's license or date of birth) will be kept strictly confidential.
2. The Borough of Rockaway Recreation Department will not obtain or keep actual criminal records, but will only obtain from a criminal background search agency or company a "pass" or "fail" notice with regard to an individual's criminal record pursuant to the Borough of Rockaway and the Borough of Rockaway Recreation Department's Program's List of Disqualifiers.
3. In compliance with the Fair Credit Reporting Act, if an applicant has a criminal record with regard to crimes detailed in the List of Disqualifiers, the applicant will be notified directly by the criminal background search agency or company and information will be provided for the applicant to receive a copy of his or her criminal record.
4. Disqualifications pursuant to this policy are automatic; however a disqualified individual may appeal his or her disqualification through an authorized appeals process.

**Pursuant to the State of New Jersey Public Law 1999
Chapter 432**

Conditions under which person is disqualified from service as a volunteer, C.15A:3A-3

3. A person may be disqualified from serving as an employee or volunteer of a nonprofit youth serving organization if that person's criminal history record background check reveals a record of conviction of any of the following crimes and offenses:
 - a. In New Jersey, any crime or disorderly offense:
 - (1) involving danger to the person, meaning those crimes and disorderly persons offenses set forth in N.J.S.2C:11-1 et seq., Homicide – All Offenses, N.J.S.2C:12-1 et seq., Assault; Endangering; threats – All Offenses, N.J.S.2C:13-1 et seq., Kidnapping – All Offenses, N.J.S.2C:14-1 et seq., Sexual Offenses – All Offenses, N.J.S.2C:15-1 et seq., Robbery – All Offenses.
 - (2) against the family, children or incompetents, meaning those crimes and disorderly persons offenses set forth in N.J.S.2C:24-1 et seq., Offenses Against the Family, Children and Incompetents – All Offenses.
 - (3) Involving theft as set forth in chapter 20 of Title 2C of New Jersey Statutes; Theft – All Offenses.
 - (4) Involving any controlled dangerous substance or controlled substance analog as set forth in chapter 35 of Title 2C of the New Jersey Statutes except paragraph (4) of subsection a. of N.J.S.2C:35-10; (Exceptions include possession of 50 grams or less of marijuana or five grams or less of hashish).
 - b. In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly persons offenses described in subsection a. of this section.

*** The Borough of Rockaway Recreation Department recommends including within this background check that any open charges to the above offenses also be disqualified until final disposition of the alleged charges.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information used in the process of granting credit. This information is supplied by public record sources, credit grantors and others to credit reporting agencies (CRA's) who organize and store that information for distribution to credit grantors, employers and insurers who are making credit, employment and insurance decisions about you. The FCRA gives suppliers and users of credit information, and CRA's, specific responsibilities in connection with their respective roles in the credit granting and reporting process. The FCRA also gives you specific rights in dealing with these entities, as summarized below. You can find the complete text of the FCRA, 15 U.S.C. 1681 at seq., at the Federal Trade Commission's web site (<http://www.ftc.gov>). You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **Access to your file is limited.** Your file may only be accessed by those who have a permissible purpose recognized by the FCRA – usually to consider an application you have submitted to a creditor, insurer, employer, landlord, or other business, or to consider you for an unsolicited offer of credit.
- **Your consent is required for reports that are provided to employers or that contain medical information.** A CRA may not give a report about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You can find out what is in your file.** Upon your request, a CRA must give you all the information in your file, and a list of everyone who has requested it recently. However, you are not entitled to any information concerning "risk scores", "credit scores", or other economic predictors that are in your file. There is no charge for the report if a third party used the information in your file to take unfavorable action toward you and you request the report within 60 days of receiving notice that the information in your file was used by a third party unfavorably. You are also entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you a fee of up to eight dollars.
- **You must be told if information in your file was a factor considered by a third party who took unfavorable actions toward you.** Upon your request, anyone who considers information from a CRA and who takes unfavorable actions toward you -- such as denying an application for credit, insurance, or employment -- must give you the name, address, and phone number of the CRA that provided the information. Keep in mind that the third party, not the CRA, took the unfavorable action toward you and that the CRA will not be able to provide you with the reason for the unfavorable action.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must reinvestigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA's -- to which it has provided data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your dispute statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove inaccurate information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be

verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- **You can dispute inaccurate items with the source of the information.** If you tell the third party who furnished information to a CRA – such as a creditor who reports to a CRA – that you dispute an item, it may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old (ten years for bankruptcies).
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free telephone number for you to call and tell the CRA if you want your name and address removed from future lists or offers. If you notify the CRA through the toll-free number, it must keep you off the lists for two years. If you request, complete and return the CRA form provided for this purpose, you can have your name and address removed indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Bureau of Consumer Protection - FCRA Washington, DC 20580 * 202-326-3761
Identity Theft	Identity Theft Data Clearinghouse 600 Pennsylvania Avenue, NW Washington, DC 20580 * 877 ID THEFT
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 * 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
Banks that are state-chartered, or are not Federal Reserve System members	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 * 202-720-7051