



Diocese of Sacramento — Human Resources Services

**REQUEST FOR BACKGROUND CHECK**

*Background check requested by:*

Parish/School/Agency \_\_\_\_\_  
(circle one)

City \_\_\_\_\_

Hiring Person \_\_\_\_\_  
*Name & Title*

Contact Information \_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Fax*

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Applicant's Name \_\_\_\_\_

Position Applied For \_\_\_\_\_

Check the box that applies:  Paid Position or  Volunteer Position

Motor Vehicle Records (MVR) Screening Required by the position:  Yes  No  Only as a Back-Up

MVR Only, No Credit Check

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***Fax completed form to (916) 733-0238 or scan and email to [personnel@scd.org](mailto:personnel@scd.org) with the following:***

- ✓ Applicant's signed Authorization for Consumer and/or Investigative Report form
- ✓ Applicant's Background Information form
- ✓ Page 3 of the Employment Application (Employment History)

Questions: Call Lay Personnel at (916) 733-0239

*\*Please Note: Parish / School/ Agency will be billed upon completion of background check.*

*\*Additional fees may apply for searches and/or pre-adverse and adverse letters.*