**Consent Form for Required Criminal Background Checks**

As required by special conditions attached to federal funds administered by the Office of Crime Victim Services (OCVS) and the Department of Children and Families (DCF),       will make advance written determinations of suitability before covered individuals may interact with minors. A covered individual means any       employee, volunteer, or anyone who is expected, or reasonable likely to, interact with a participating minor.

To make a suitability determination,       is required to perform the following searches:

**🞏** Dru Sjodin National Sex Offender Public Website

**🞏** Wisconsin Sex Offender Registry

**🞏** Registry from any other state(s) where the covered individual has lived, worked, or attended school within the last five years (if applicable)

**🞏** Wisconsin Department of Justice Criminal Background Check

**🞏** Wisconsin Department of Health Services Caregiver Background Check

**🞏** Criminal background checks for any other state the covered individual has lived, worked, or attended school within the last five years (if applicable)

While consent is not specifically required for these searches,       believes that in the interest of transparency, it is important to provide notice to covered individuals that the above searches will be performed.

**Required Information**

The following information is required to perform the [Wisconsin Department of Justice Criminal Background Check](https://www.doj.state.wi.us/sites/default/files/dles/cib-forms/record-check-unit/DJ-LE-250-single%20PDF%20FORM.pdf), including the Caregiver Background Check:

Name:                                            \_\_\_\_\_\_\_ /                         \_\_\_                      /   \_\_\_\_\_\_

(Last) (First) (Middle)

Sex:                          \_\_\_\_\_\_ Race:                               \_\_\_\_\_

Date of Birth:             /            /               \_\_  SS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm) (dd) (yyyyy)

Maiden Name/Additional Names (if applicable):                                       \_\_\_\_\_\_\_\_\_\_\_\_\_\_                         \_\_\_

Have you resided, worked, or attended school outside of Wisconsin in the last five (5) years[[1]](#footnote-1)?

**🞏 Yes 🞏 No** If **Yes,** list**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Covered individuals must also complete the Wisconsin Department of Health Services [Background Information Disclosure Form](https://www.dhs.wisconsin.gov/library/F-82064.htm).

By signing this form, I hereby give permission for       to perform the searches described above.

Signature: \_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_   \_\_\_\_ Date:

**Ban the Box**

[Ban the Box](https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/lawmakers-introduce-national-ban-the-box-bill.aspx) promotes employers to not ask about arrest history and to remove the question about criminal history from the initial job application forms. Instead, the question about criminal history should be asked during the face-to-face interview or after a conditional job offer has been made to the applicant contingent upon the criminal background check. This is a best practice not only to reduce recidivism for people with criminal records but is also important for racial justice, with the over-policing and incarceration of communities of color.

1. While the Background Information Disclosure Form asks whether the covered individual has resided outside of Wisconsin in the past 3 years, guidance from the Office on Violence Against Women requires we perform the above searches in any state the covered individual has resided, worked, or attended school in the past 5 years. [↑](#footnote-ref-1)