

**Girl Scouts of Genesee Valley, Inc.**  
1020 John Street W. Henrietta, NY 14586  
Ph: 585-292-5160 Fax: 585-292-1086



**Background Check Authorization Form**

Thank you for wanting to make a difference in the lives of girls by serving in a volunteer or employed position with the Girl Scouts of Genesee Valley, Inc. (GSGV). To help ensure our volunteers and employees are truly role models for girls, please review this authorization and then complete all requested information on this page and submit it directly to:

HR Director, Girl Scouts of Genesee Valley  
1020 John Street  
W. Henrietta, NY 14586

All information obtained will be handled by GSGV in a confidential manner. The vendor, IntelliCorp, performs the actual check, and all parties involved comply with the provisions of the Fair Credit Reporting Act (FCRA). Please note that credit checks are not done in conjunction with this authorization.

We appreciate your cooperation and the work you do with girls in our community. If you have any questions or concerns regarding this process, please contact the HR Director at 585-292-5160 or by e-mail at [marilyn@gsgv.org](mailto:marilyn@gsgv.org).

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I authorize the Girl Scouts of Genesee Valley, Inc. and IntelliCorp to complete a criminal history and sex offender record check as received from the reporting agencies and authorized investigators. I understand that this information will be used, in part, to determine my eligibility for a volunteer or employee position with GSGV. I also understand that as long as I remain a volunteer or employee for GSGV, the criminal history and sex offender records check may be repeated at any time. I understand that if Girl Scouts of Genesee Valley, Inc. chooses not to extend a volunteer appointment or to dismiss me based on the report that I will receive a summary of my rights under the Fair Credit Reporting Act and contact information for the reporting agency, Intellicorp.

I, the undersigned, do hereby release any and all investigators, including Girl Scouts of Genesee Valley, Inc., from any and all liability related to the procurement or disclosure of information provided by me or obtained about me in connection with my background check. I direct and authorize investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested information, to disclose such information to the investigators. I agree to hold Girl Scouts of Genesee Valley, Inc. harmless and to indemnify it from any such causes of action, charges, liabilities, claims and demands that might be made related to the background check.

I understand that my Social Security Number on the background records check will not be used for anything other than the background check.

My signature below indicates that I have read, understand, and consent to the above statements.

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

Print Name: \_\_\_\_\_  
(First) (M.I.) (Last)

Address: \_\_\_\_\_

Designation (please check one):  Volunteer  Employee

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

Please feel free to keep a copy of this form for your records.