



# BACKGROUND CHECK RELEASE FORM

Please read the following statements carefully.

All housing applicants are required to have a background screen performed before they can be approved for housing at Trinity Valley Community College. The Housing Application becomes valid when the complete application (both parts) is submitted with the deposit fee (\$200) and the non-refundable \$25 processing fee. TVCC ("College") has hired Quick Search, a private investigations firm to perform this service to the extent permitted by law. I authorize the College and its agent, Quick Search to put a consumer report together which may include a Social Security Trace, 7 year address history, Unlimited County Criminal Search for both felonies and misdemeanors for all counties resided in, National Criminal Database and 50 State Sex Offender search as well as a Motor Vehicle Record if required.

**Authorization and Understanding:** I authorize custodians of the records of any agency, government agency, or company as described above to release such information upon request of any investigator, agent or representative of Quick Search. I understand that any or all of these investigations or inquiries can be performed prior to and periodically throughout my living in a campus dorm. I understand that the information requested is for the use by the College and may be re-disclosed only as authorized by law. I understand that I have the right to request from the College a written disclosure of the nature and scope of the investigation conducted that I authorized above.

If you are a Minnesota, California, Oklahoma or New York resident only and you want a copy of your report, check here \_\_\_\_\_.

I indemnify, release, and hold harmless the College, any agents of the College, or others reporting to or for the College, any investigators, all reporting agencies, and all those supplying references and character references, from any and all claims, defamation, demands, an/or liabilities arising out of, or related to, such investigations, disclosures, or admissions. Copies, scans and facsimile transmissions of this authorization that show my signature are as valid as the original release signed by me. I certify that I have submitted correct and updated information concerning any legal issues and my criminal history and I understand that failure to submit, complete, accurate and truthful information on this authorization form may result in my Housing application being denied as well as other disciplinary action.

TO BE COMPLETED BY HOUSING APPLICANT																				
The Following Information Is True And Correct To The Best Of My Knowledge And Is Used For Identification And Investigative Purposes Only. PLEASE USE AN INK PEN AND PRINT CLEARLY. USE "UPPER CASE" LETTERS. ONE LETTER PER BLOCK.																				
Self	Last Name																			
	First Name																			
	Middle Name															Nickname				
	Maiden Name																			
	Date of Birth																			
	SS# Number																			
	Driver's License Number																			State Issued
	Current Street Address																			
	City															ST		ZIP		
	Email Address																			
	Primary Phone																			
	Alt Phone																			

### TVCC Criminal Record Policy/Questionnaire

Trinity Valley College does not automatically dis-qualify an applicant from housing because of a criminal record. A criminal record will be considered among all other factors in evaluating an applicant's housing application.

Have you ever been convicted of a felony or misdemeanor\*? Yes \_\_\_ No \_\_\_

\*Please fill in the chart below with your information. Do not include

Do you currently have a case pending against you? Yes \_\_\_ No \_\_\_

lower level misdemeanor charges pertaining to traffic, speeding,

Are you currently on probation under Deferred Adjudication? Yes \_\_\_ No \_\_\_

car accidents, failure to have car insurance, lower level infractions, etc.

Charges	Date(s)	County or Fed District	Misd. Or Felony?	Disposition	Disposition Date

Name that charges were filed under (please include full first, full middle and last name) \_\_\_\_\_

Failure to answer the questions above honestly and completely can have a major impact on your ability to receive housing at TVCC. TVCC uses an outside background screening company, Quick Search, to run a criminal background check on each applicant to verify your information. Please complete this form to authorize the background check.

I have answered the above questions correctly and understand that failure to disclose a criminal record can adversely impact my ability to obtain housing at TVCC

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_



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Please read the following statements carefully.

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.

See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).



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States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS	CONTACT
1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580, Phone: (877) 382-4357



# BACKGROUND CHECK RELEASE FORM

Please read the following statements carefully.

## Trinity Valley Community College Housing Office Criminal History Record Standards

### Criminal History Findings that may be used to decline a Campus Housing Application

#### Class B Misdemeanor Convictions including Deferred Adjudication and No contest:

All Assaults

Crimes Against Persons

Violent Crimes

Narcotic Offenses

Thefts

(Traffic Misdemeanors will not be considered as an offense that will be used to decline an application)

#### Class A Misdemeanor Convictions including Deferred Adjudication and No contest:

All Misdemeanor convictions considered as Class A, or its equivalent from any state in the United States.

Deferred Adjudication and No contest

#### Felony Convictions:

All felony criminal convictions

#### Aggravated Felonies:

All aggravated felony convictions that resulted in a death, aggravated assault, aggravated robbery, aggravated sexual assault or the delivery of a felony amount of narcotics will be cause to decline a Residence Life Application.

**\*\*Any applicant that has been incarcerated for the conviction of a crime must interview with the Housing Review Team before being approved for campus housing.\*\***

**\*\*No applicant, who is currently or has been on Parole or Probation for the following offenses, will be considered for Campus Housing\*\***

**Murder – Attempted Murder – Manslaughter – Sexual Assault – Aggravated Assault – Aggravated Robbery – Causing Injury to a Child/Elderly or Disabled Person – Deadly Conduct with a Firearm – Possession/Selling of amounts (>200 grams) of illegal drugs) – Controlled Substance Dealer (Youth classified for felony-level drug manufacturing or delivery) - Criminal Solicitation – Indecency with a Child – Arson – Conspiracy to commit any of these crimes.**

*NOTE: These are guidelines and are not intended to be inclusive of all crimes or situations. The Housing Review Team has discretion to approve or disapprove applicants in accordance with these guidelines and to make determinations as to whether the criminal history of an individual will be used to decline a housing application. The Housing Review Team also has discretion to deny the application of an individual arrested for a crime if these charges are still pending. The Housing Review Team reserves the right to determine the equivalency of the convictions above if occurred outside the state of Texas.*



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## Criminal History Check Procedures

Effective Fall 2011 semester, each Trinity Valley Community College prospective housing student must complete the Trinity Valley Community College Release of Background Information form as part of the Housing Application process. **The Housing Application becomes valid when the complete application (both parts) is submitted with the deposit fee (\$200), a copy of the applicant's driver's license or State Identification card and the non-refundable \$25 processing fee.** An incomplete Release of Background Information form will void the Trinity Valley Community College Housing application.

Upon receipt of the Housing Application with the completed Release of Background Information form and the non-refundable \$25 processing fee, the Housing Office will forward the Release of Background Information form to an outside vendor to determine the background of the student requesting permission to reside in campus housing.

At the time the vendor receives a Release of Background Information form, the vendor will complete the request and document the findings. The findings of this inquiry will be evaluated using the Trinity Valley Community College Housing Criminal History Standards. If the inquiry results in a negative report ("No Record") the Trinity Valley Community College Housing Office will complete the Housing Office Criminal History Record form and declare the applicant is "eligible" for consideration for campus housing.

If the Criminal History Check return reports that the applicant has a Criminal History or has been arrested and the charges are pending, the information will then be evaluated according to the Trinity Valley Community College Housing Criminal History Standards. If the applicant does not meet the standards, a declaration of "not eligible" will be made. The applicant who does not meet the standards will be notified by mail that he/she will not be entered on the waiting list for Campus Housing at this time. The student can contact the Housing Office for information regarding the reasons for not being approved. The procedures for refund of the housing deposit and the appeal process will be explained in the letter.

Each applicant who fails to meet the Trinity Valley Community College Housing Criminal History Standards and has been deemed "not eligible" may contest or review the declaration of "not eligible" by using the following procedures:

- Within three working days of receipt of the "not eligible" letter, the prospective applicant will contact the Housing Office and schedule a time for review of the information.
- The applicant must bring the letter stating that he/she has been declared "not eligible".
- The applicant will be required to bring copies of all certified judicial court decrees that negate the validity of the criminal charge(s) and their dismissal or that otherwise show that the applicant meets the Criminal History Standards.
- A Housing Office Review Team will consider all pertinent information provided. If the charges are shown to be "invalid", the Housing Office Review Team shall re-submit a declaration of "eligible" to the Trinity Valley Community College Housing Office.

Copies of all documents or records that are submitted during the review will be placed on file. All record inquiries and submitted documents shall be considered confidential and will not be released unless required by law. After review, if the applicant's record submitted to the Housing Office is changed to "eligible", the Housing Office will verify that the housing deposit has not been refunded. The Housing applicant's name will be entered on the waiting list for room assignment. If the housing deposit has been refunded, the deposit must be re-submitted to the Housing Office before the applicant will be added to the waiting list.