



# Background Check

## (Part 1)

Thank you for your willingness to assist the school in various capacities (i.e. classroom rotations, supervision, chaperoning/driving for field trips and after-school activities). It is necessary for each of our volunteers to obtain a background check so that we can consistently maintain a high standard for all those who are working with our students. A new Background Check needs to be completed every 3 years.

Please fill out the form below and submit it to the front office. The background check is completed electronically. Thank you for your cooperation we look forward to working together to ensure a successful school year.

First Name:	Middle Name:	Last Name:
DOB:	SSN:	Male    Female    ( <i>circle</i> )
DR LIC #		Expiration Date:
Formerly used last names:		
First and Last Name of Student(s):		

### WAIVER

Qualifying Entity: Renaissance Academy  
Address: 3435 N. 1120 E. Lehi, UT 84043

By signing this form, I authorize the Utah Bureau of Criminal Identification (BCI) to access and review state and federal criminal history records and make reasonable efforts to determine whether I have been convicted of, or are under pending indictment for, a crime that bears upon my fitness to be employed or volunteer for a position of trust over children, vulnerable adults or persons with disabilities and convey that determination to the qualified entity. Utah BCI shall make reasonable efforts to respond to the inquiry within 15 business days. I do hereby release Utah BCI, all persons, organizations, or government agencies, from any damages of, or resulting from, furnishing such information. I have been provided with a copy of this form. I have read and understood the foregoing and my certification is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Prospective Employee/Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Qualifying Entity Representative Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

Date Run: \_\_\_\_\_

Code: \_\_\_\_\_



# Background Check

**(Part 2)**

**APPLICATION AND NOTICE PURSUANT TO  
Utah State Code UCA 53g-11-402**

To the Applicant:

Utah State Code UCA 53g-11-402 authorizes a state and national criminal history background check to determine the fitness of an non-licensed employees, contract employees, volunteers, and charter school governing board members. Pursuant to this code, the entity (a) to which you have applied for employment or to serve as a volunteer; (b) by which you are employed or serve as a volunteer; or (c) which provides care to someone to whom you have or may have unsupervised access, may request a background check. This code also allows the entity to:

collect the following from an individual required to submit to a background check under Subsection [\(1\)\(a\)](#):

- (i) personal identifying information;
- (ii) subject to Subsection [\(2\)](#), a fee described in Subsection [53-10-108\(15\)](#); and
- (iii) consent, on a form specified by the LEA or qualifying private school, for:
  - (A) an initial fingerprint-based background check by the FBI and the bureau upon submission of the application; and
  - (B) retention of personal identifying information for ongoing monitoring through registration with the systems described in Section [53G-11-404](#);

By signing the form the entity is authorized to submit the individual's personal identifying information to the bureau for:

- (i) an initial fingerprint-based background check by the FBI and the bureau; and
- (ii) ongoing monitoring through registration with the systems described in Section [53G-11-404](#) if the results of the initial background check do not contain disqualifying criminal history information as determined by the LEA or qualifying private school in accordance with Section [53G-11-405](#);

You are entitled to (a) obtain a copy of any background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. Such request for a copy of your criminal history record and any challenge to the accuracy of such record should be addressed to Utah BCI located at 3888 W 5400 S in Salt Lake City, Utah. Please contact the fingerprint supervisor at (801) 965-4569 to set up an appointment to challenge the accuracy and completeness of the information. Supporting documentation will be kept on file at Utah BCI for 6 months, so challenges must be made within this time period. You may also contact the FBI for the same reasons listed above at: FBI CJIS Division, Attention: Criminal History Analysis Team 1, 1000 Custer Hollow Road, Clarksburg, WV 26306

Prior to completion of the background check, Renaissance Academy may choose to deny you unsupervised access to a person to whom the entity provides care.

I have read and understand the above.	
First and Last Name of Student(s)	
Signature of Parent/Guardian:	Date: