



# OAK FOREST PARK DISTRICT

15601 South Central • Oak Forest, Illinois 60452-3298 (708)687-7270 • FAX (708)687-9937

## *National Background Screening Consent Form for Volunteer's*

Organization or Program Volunteering for: \_\_\_\_\_

Applicant's **Legal** Name (Printed) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(you may be contacted by NCSI to verify information - in which you must complete)*

Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for the OAK FOREST PARK DISTRICT to obtain information regarding myself.

This includes the following:

- Local Criminal Background Records/Information
- National Criminal Background Records/Information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification

**Have you ever been convicted of or found to be a child sex offender? Yes \_\_\_\_\_ No \_\_\_\_\_**

I, the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my volunteer application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the Oak Forest Park District organization's guidelines.

By signing this document, I am providing the Oak Forest Park District my consent for an initial background check as well as any subsequent background checks deemed necessary throughout the length of my volunteering with the Oak Forest Park District.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**Check all organizations in which you volunteer:**

Girls Softball \_\_\_ Flag Football \_\_\_ Lacrosse \_\_\_ Soccer \_\_\_ Wrestling \_\_\_ Basketball \_\_\_  
OF Baseball \_\_\_ OF Raiders \_\_\_ Recreation Program \_\_\_



**Oak Forest Park District**

**Illinois law prohibits any Park District from hiring or allowing to serve as a volunteer person convicted of certain criminal offenses as defined by:**

**Section 8-23 and Section 8-23(a) of the Illinois Park District Code (70 ILCS 1205/1, et seq.) respectively.**

**Your volunteer position is conditional upon satisfactory results of the NCSI inquiry.**

**STATEMENT OF PURPOSE  
FOR COLLECTION OF SOCIAL SECURITY NUMBERS  
BY THE OAK FOREST PARK DISTRICT**

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, and the Identity-Protection Policy of the OAK FOREST PARK DISTRICT (“DISTRICT”) require the District to provide an individual with a statement of the purpose or purposes for which the District is collecting and using the individual’s Social Security number (“SSN”) anytime an individual is asked to provide the District with his or her SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the District to provide your SSN or because you requested a copy of this statement.

**Why do we collect your Social Security number?**

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You are being asked for your SSN for one or more of the following reasons:

1. Required State and Federal Tax Forms
2. Pension Forms
3. To conduct Criminal Background Checks as required by the Park District Code and Oak Forest Park District Policy

**What do we do with your Social Security number?**

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We will only use your SSN for the purpose for which it was collected. We will not:

- Sell, lease, loan, trade or rent your SSN to a third party for any purpose
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you [ADD ITEMS FROM SECTION IV(a)(4) IF APPLICABLE]

*If mailed, your SSN will not be visible without opening the envelope in which it is contained.*

**Questions or Complaints about this Statement of Purpose**

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Write to:  
OAK FOREST PARK DISTRICT  
15601 South Central Avenue, Oak Forest, IL 60452  
*Attention:* Cindy Grannan – Director of Parks & Recreation

*Phone Number:* (708) 687-7270