

**Johnson County Employee  
Disclosure and Authorization  
Regarding Use of Motor Vehicle Records  
and Criminal History Checks**

As part of the risk management process, Johnson County periodically checks motor vehicle records on employees who drive county vehicles. In addition, the County also checks motor vehicle records on individuals who are required to maintain a valid driver's license as a condition of employment. Further, in order to comply with state and federal laws, the County is required to run a criminal history check for certain positions. These types of records (i.e., motor vehicle records and criminal history checks) are covered by the Fair Credit Reporting Act.

The Fair Credit Reporting Act gives you specific rights in dealing with agencies that provide these types of reports to the County. Enclosed with this Disclosure and Authorization is a separate document summarizing those rights. Before making any decision which is based on the information received from a motor vehicle record or criminal history check, the County will provide you with a copy of the report and a written description of your rights under the Fair Credit Reporting Act.

By your signature below, you hereby acknowledge the information outlined above and you also authorized Johnson County, as your employer, to obtain a motor vehicle record or, in limited situations, a criminal history check.

Employee's Name: \_\_\_\_\_  
*Please Print*

Employee's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_





**AUTHORIZATION AND RELEASE**

I hereby authorize and request that all former employers release to Johnson County all alcohol and drug testing results obtained under the Omnibus Transportation Employee Testing Act of 1991, and any amendments, that may be kept by such former employers and expressly release from any claim or liability all former employers, their employees, agents, and contractors for providing such information to Johnson County. Johnson County, its employees, agents, and contractors, are hereby authorized to provide to future potential employers or future employers all alcohol and drug testing results obtained and kept by or on behalf of Johnson County without further authorization by me and I expressly release Johnson County, its employees, agents, and contractors from any claim or liability for providing such information as hereby authorized.

Applicant/Employee Name (Print) \_\_\_\_\_

Applicant/Employee Signature \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_



Requestor's Identifying Code: JOCOPOLKS

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby request and authorize the Kansas Bureau of Investigation to furnish Johnson County, Kansas, with any information pertaining to possible criminal history on myself, as described in K.S.A. 1985 Supp. 22-4701(b). This includes all information defined with K.A.R. 10-1-1(b), (c), and (d).

I voluntarily waive all right of recourse and release the K.B.I. and Johnson County, Kansas, from any and all liability for compliance with this authorization. Furthermore, I understand that this release is signed, free from duress, and with the full knowledge and understanding that any information obtained will be used in assessing my relative fitness for employment with Johnson County, Kansas.

FULL NAME: \_\_\_\_\_  
Last First Middle

ANY OTHER NAME USED: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
Street City State Zip Code

SEX: \_\_\_\_\_ RACE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_

SOCIAL SECURITY #: \_\_\_/\_\_\_/\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date

K.B.I. Response:



Reference No. \_\_\_\_\_  
(office use only)

**REQUEST FOR CRIMINAL RECORD CHECK  
STATE OF MISSOURI**

NAME (last, first, middle): \_\_\_\_\_

(maiden/alia): \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

SEX:  Female  Male SOCIAL SECURITY #:#: \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS: \_\_\_\_\_

I authorize the release of any criminal history record information to the requestor.

Signature (optional): \_\_\_\_\_

\*\*\*\*\*

Purpose

Employment:      Child Care      Nursing Home      Home Health Care      Other Employment

\*\*\*\*\*

Send Reply To:                      Johnson County Human Resources  
111 S. Cherry, Suite 2600  
Olathe, KS 66061  
913-715-1400

Remit To:                              Missouri State Highway Patrol  
Criminal Records and Identification Division  
Post Office Box 568  
Jefferson City, MO 65102

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

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you more specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protections agency or a state attorney general to learn those rights.

- You must be told if information in you file has been used against you. Anyone who uses information from a CRA to take action against you- such as denying an application for credit, insurance, or employment- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in you file. At your request, a CRA must give you the information in you file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs- to which it has provided the data- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from you file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone- such as a creditor who reports to a CRA- that you dispute and item, they may not then report the

information to a CRA without including a notice of you dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is , in fact, and error.

- Outdated information may not be reported in most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

<u>The FCRA gives several different federal agencies authority to enforce the FCRA:</u>	
<b>For Questions or Concerns Regarding: Please Contact:</b>	
CRAs creditors and others not listed below	Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word “National or initials “N.A.” appear in or after bank’s name.)	Office of the Controller of the Currency/Compliance Management Mail Stop 6-6 Washington, DC 20219 800-842-6929
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Consumer and Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	National Credit Union Admin. 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corp. Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051