

Consent Form for Required Criminal Background Checks

As required by special conditions attached to federal funds administered by the Office of Crime Victim Services (OCVS) and the Department of Children and Families (DCF), Safe Haven will make advance written determinations of suitability before covered individuals may interact with minors. A covered individual means any Safe Haven employee, volunteer, or anyone who is expected, or reasonably likely to, interact with a participating minor.

To make a suitability determination, Safe Haven is required to perform the following searches:

- Dru Sjodin National Sex Offender Public Website
- Wisconsin Sex Offender Registry
- Registry from any other state(s) where the covered individual has lived, worked, or attended school within the last five years (if applicable)
- Wisconsin Department of Justice FBI and CIB Fingerprint-Based Background Check
- Criminal background checks for any other state the covered individual has lived, worked, or attended school within the last five years (if applicable)

While consent is not specifically required for these searches, Safe Haven believes that in the interest of transparency, it is important to provide notice to covered individuals that the above searches will be performed. If you would like to obtain a copy of your own criminal history record, you must make a written request to Executive Director.

Required Information

The following information is required to perform the [Wisconsin Department of Justice FBI and Fingerprint-Based Background Check](#):

Name: _____ / _____ / _____
(Last) (First) (Middle)

Sex: _____ Race: _____

Date of Birth: _____ / _____ / _____ SS#: _____
(mm) (dd) (yyyy)

Maiden Name/Additional Names (if applicable): _____

Have you resided, worked, or attended school outside of Wisconsin in the last five (5) years?

Yes No If Yes, list: _____

By signing this form, I hereby give permission for Safe Haven to perform the searches described above.

Signature: _____ Date: _____

It is your right to challenge the accuracy and completeness of any information contained in an arrest record. To do this, submit your challenge for accuracy and completeness of any information contained in the arrest record to CIV on Form DJ-LE-247 from the Wi Department of Justice website or by calling 608-266-7314. The challenge may include a request for comparison of the fingerprints of the person submitting the challenge to the fingerprints on file that are associated with the Wisconsin arrest record.

Ban the Box

[Ban the Box](#) promotes employers to not ask about arrest history and to remove the question about criminal history from the initial job application forms. Instead, the question about criminal history should be asked during the face-to-face interview or after a conditional job offer has been made to the applicant contingent upon the criminal background check. This is a best practice not only to reduce recidivism for people with criminal records but is also important for racial justice, with the over-policing and incarceration of communities of color.