**Criminal Background Check Authorization Form**

[Company Name]  
[Company Address]  
[Phone & Email]

1. **Applicant Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | John Michael Carter | Date of Birth | 15-Aug-1990 |
| Gender | Male | National ID / SSN | XXX-XX-1245 |
| Current Address | 452 Green Avenue, Apt 12B, Chicago, IL | Phone Number | (555) 324-9081 |
| Email Address | john.carter@email.com | | |

**2. Purpose of Background Check**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Pre-Employment | ☐ Employment Verification | ☐ Volunteer Screening | ☐ Contract/Project Work |
| ☐ Other: |  |  |  |

**3. Authorization & Consent**

I, **(Applicant Name)**, hereby authorize **(Company Name)** and its designated agents or representatives to conduct a **criminal background check** as part of the hiring or evaluation process.

I understand and agree to the following:

* The background check may include verification of criminal records, arrest records, court documents, and law-enforcement data where permitted by law.
* I authorize the release of any relevant information from law enforcement agencies, courts, or other authorized data sources.
* I understand that the information obtained will be used solely for employment or contract-related decisions.
* I release the Company and all information providers from any liability arising from the lawful use of this information.
* I understand that providing false information may disqualify me from employment or lead to termination.

**4. Applicant Declaration**

I confirm that the information provided in this form is true and correct to the best of my knowledge.

**Applicant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. For Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Request Received By |  | Date Sent for Background Check |  |
| Background Check Provider |  | Report Received On |  |
| Result | ☐ Clear ☐ Not Clear |  |  |
| Notes / Findings |  | | |

**6. Final Decision (HR Use Only)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved:** | ☐ Yes ☐ No | **Remarks:** |  |
| **HR Signature:** |  | **Date:** |  |