



DALLAS COUNTY

CONFIDENTIAL

HUMAN RESOURCES MANAGEMENT/CIVIL SERVICE

Background Investigation Authorization Form

- SSN/Criminal
- Driving Record (MVR)
- Employment - Job application must be provided

_____ Department requesting Report

In connection with my application for employment with Dallas County, I understand that Dallas County, or an outside agency, may complete a background investigation regarding such areas as employment history, educational background, professional license, driver's license, and criminal history or convictions. I hereby authorize Dallas County to acquire a consumer report¹ for evaluating me for employment, promotion, reassignment or retention as an employee.

I agree that a photocopy of this authorization shall be considered as effective and valid as the original.

I authorize and request all persons, schools, businesses, corporations, government agencies, and law enforcement to release such records without restrictions or qualifications. I also release Dallas County or any of its employees, representatives, or agents from any and all liability associated with this background investigation. If discrepancies are found, I understand I will be given the opportunity to explain any inaccuracies.

Applicant Section:

PLEASE PRINT IN INK OR TYPE		CONFIDENTIAL		
NAME: LAST, FIRST, MIDDLE		MAIDEN OR OTHER NAMES KNOWN BY:		
BIRTH DATE*	SOCIAL SECURITY NO.	DRIVERS LICENSE NO. & STATE		
PRESENT ADDRESS* *	CITY	STATE	ZIP	DATES
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES

* Date of birth is required solely for the purpose of verifying background information and to insure the accuracy in the search of public records. It will not be used for any other purpose.

** Provide addresses for at least the last seven (7) years.

I have read and understand the above statement.

Applicant Signature

Date

¹ The Fair Credit Reporting Act ("FCRA") sets the standards for screening employment when an employer utilizes a third party to conduct background investigations on applicants. Under the FCRA a consumer report may include, but is not limited to, criminal history checks, identification and social security number checks, education verifications, employment verifications, and reference checks.