

North Alabama Annual Conference  
Office of Connectional Ministries and Leadership Development

## Request for Release of Background Check Results

<b>APPLICANT DETAILS</b>		
Full Name (First, Middle, Last)		
DOB	Phone	Church

**NOTE:** You must include a copy of a current government-issued photo ID with this form or mail an original, notarized copy (see below for details).

<b>RECIPIENT DETAILS</b>	
Recipient Church/Organization	
Contact Name	
Contact Phone	Preferred Delivery <input type="radio"/> Email <input type="radio"/> Fax <input type="radio"/> Mail
Email Address	Phone Number
Mailing Address	

By signing below, the above named Applicant authorizes the North Alabama Conference of the United Methodist Church ("Conference") to release the results of a background investigation conducted on its behalf to the individual or organization specified in the Recipient Details section above. The Applicant understands that the full results of the background investigation including, but not limited to, criminal records, sentencing information, and other related information may be included in this report.

\_\_\_\_\_  
Original Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Applicant

**PHOTO ID REQUIREMENT**

In order to verify the identity of the individual requesting release of the background investigation, the Applicant must submit with this form a current government-issued photo ID that includes a signature printed on the document. The following forms of ID can be accepted:

- Driver's License
- Non-Driver Local, State, or Federal Photo ID
- US Passport or Passport Card
- Federal, State, County, or Local Government ID
- Military ID
- Tribal ID

The names on this form, the provided photo ID, and the background check must match exactly. If the applicant's name has been legally changed in the past **three** months the request will be processed with proof of a legal name change (marriage license, court order, etc.). If a photo ID cannot be provided, this form must be notarized and mailed to the Office of Connectional Ministries and Leadership Development.

Note that the North Alabama Conference reserves the right to verify the submitted photo ID and to withhold release of the background investigation pending verification. If an acceptable form of ID cannot be provided, the Applicant must appear in person at the Office of Connectional Ministries and Leadership

**Please submit this form via email to [john.fleischauer@umcna.org](mailto:john.fleischauer@umcna.org), fax to (205) 226-7957, or mail to Office of Connectional Ministries and Leadership Development ATTN: John Fleischauer, 898 Arkadelphia Road, Birmingham, AL 35204. Questions may be directed to [john.fleischauer@umcna.org](mailto:john.fleischauer@umcna.org) or call (205) 226-7963.**