

Background Check Documents and Consent Forms

Federal law requires that an individual give his or her signed consent to perform a background check. You can obtain this electronically and create customized forms for your organization.

When requesting a background check inside Verified First, you can send individuals an electronic form to verify information and consent. This protects applicants by allowing them to enter their personally identifiable information at their convenience.

1. On the Home screen, click **Other People, Parents, Staff, or Teachers**.
2. Double-click an individual's record.
3. On the **Safeguard** tab, click **Request Background Check**. You will be redirected to Verified First.
4. If prompted, enter your Verified First **Username** and **Password** in the fields, click **Log In**. To save your user name and password, select **Remember Me**.
5. When the order form displays, verify the applicant's Personal Information, which is uploaded from HeadMaster.
6. In the drop-down list, select the appropriate **Package** based on which background check you're requesting.
7. To email the applicant a link to consent to and complete the background check, click **Send Invite**.
8. Read the certification message that displays, select the checkbox, and click **Send**.

Here are some sample consent forms that you can customize to suit the needs of your organization. For example, you can tailor a form to ask potential volunteers which area they want to volunteer in, include fields for contact information, and add your organization's logo to the form.

If you create customized forms, you may want to reach out to your legal team to ensure they are still compliant to use.

- [Standard Disclosure for Consumer Report](#)
- [Disclosure for Investigative Consumer Report](#)
- [Acknowledgement & Authorization for Background Check](#)
- [Summary of Rights](#)
- [California Notice Regarding Background Checks](#)

Related Topics

- [Review Background Check Results](#)
- [Sign up for Background Checks](#)
- [Request Background Checks](#)