

Request for Background Form

This form is for leaders to request background checks on volunteers representing the WI Annual Conference. Please email completed form or Excel file (.xls) to Kimberly Rowe at KRowe@WisconsinUMC.org. It is IMPORTANT that all information is accurate and complete, especially email addresses.

This inquiry form must be returned a minimum of **three weeks** prior to said event (or purchase of airline tickets) to allow sufficient time for the full process of a background check to occur. **Do not purchase any airline tickets before background check reports are complete.***

Upon receipt, participant list will be reviewed. . Kimberly will review list and e-mail participants directly (or mail when no email is provided) if background checks are needed. Email is preferred and faster.

Leaders will be notified when pre-email notifications are sent. And then again if they need to follow up with individuals not responding to background check request. Leaders are responsible for all follow up on delinquent checks.

Person submitting inquiry request form: _____

Your role/position: _____

Purpose of request (Committee name, VIM Trip, etc...) _____

Date of event/trip: _____

Date of transportation purchase (if applicable): _____

List of individuals requesting verification for: (more boxes will appear as you fill form)

First Name	Last Name	Address	City	State	Zip	Email address

*WI Annual Conference is not responsible for any expenses incurred prior to a satisfactory background check.