INDIAN RIVER AREA LIBRARY
Background Check Authorization Form

Indian River Area Library (IRAL) conducts a criminal background check for any past criminal convictions or pending felony criminal charges using the Michigan State Police ICHAT system. The information below is needed to request the ICHAT report and will only be used to obtain the report. IRAL feels that is necessary to complete background verifications in order to provide a safe environment for the public.

Indian River Area Library will not allow individuals to present who have been convicted of any felony or who have been convicted of a misdemeanor offense for assault; child abuse; criminal sexual conduct; use, possession, or sale of weapons; or violations of Article 7 of the Michigan Public Health Code (Controlled Substances) (MCL 333.7101 et seq.) or other unlawful use, possession, or sale of drugs or controlled substances. The Library Director will review all other convictions and pending criminal charges of a candidate on an individual basis with the final decision resting with the Library Director.

All background verification information obtained will be kept CONFIDENTIAL to the extent permitted by law. The information obtained will not be provided to any parties other than to designated IRAL personnel or legal counsel with a need to know.

I am filling this out as:

- A Candidate for Employment
- Active Employee
- A Presenter
- A Volunteer
- A Friend of the Library member

First Name_____ Middle Name (Required)_____ Suffix_____

Last Name_____ DOB_____

Maiden Name or other name(s) previously used_____

Phone_____ Email_____

Mailing Address:
Street Address_____ Apt/Unit_____

City_____ State_____ ZIP Code_____

Preferred Personal Pronouns: **Sex (Circle): F / M / Other**

☐ She/her/hers ☐ He/him/his ☐ They/them/theirs

I authorize Indian River Area Library to order a criminal background report containing information about me. I understand that this authorization shall remain on file.

Signature_____ Date_____