Background Check Disclosure and Authorization Form

A sample disclosure and authorization for academies that order background checks on owners, coaches, staff, or volunteers through a screening company of their choice. This form needs especially careful attorney review.

Important notice: This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Company requesting the report: _____

Company address: _____

Effective date: _____

Last reviewed: _____

When to Use This Form

Use this sample only when your academy orders a background check on someone else, such as a new hire, coach, or volunteer, through a screening company you choose. It is not part of Academy Safe accreditation. For accreditation, each owner and coach requests their own background check through their personal SportsEngine account. They enter their own information and accept SportsEngine's disclosures directly, and the result is then shared with the Academy Safe platform. No separate authorization form is needed for that process.

Important Note for the Academy

Background check laws are strict and differ by country, state, and province. In the United States, federal law generally requires the disclosure to be given in a separate document that contains only the disclosure, and some states and cities add their own rules. Your attorney may need to change the format of this sample, remove other content, or split it into separate pages before use. Use the screening company's required forms where they apply.

Part 1: Disclosure

[Company Requesting the Report] may obtain a background report about you for purposes of [employment / volunteering / coaching] with the company requesting the report. The report may include criminal history, sex offender registry checks, identity verification, and other information allowed by law. The report will be prepared by [screening company name, address, phone, website].

[Company Requesting the Report] may request additional reports during your time with the company requesting the report, where allowed by law.

Part 2: Authorization

I have read the disclosure above. I authorize [Company Requesting the Report] to obtain a background report about me from [screening company name] for the purposes described.

Full legal name: _____

Other names used: _____

Date of birth: _____

Email: _____

Additional identifying information required by the screening company is collected on its secure form, not on this page.

Your Rights

- You may request a copy of any report obtained about you, and a summary of your rights under applicable law.
- If the company requesting the report may take action based on the report, you will be given notice and a chance to respond before a final decision, as required by law.
- Reports are kept confidential and stored securely, separate from general staff files.

Signatures

Applicant name: _____

Signature: _____

Date: _____

Notice

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Academy Safe is a verification registry for martial arts academies. It is not a legal authority, and use of this template does not by itself mean an academy is accredited.