Request of Background check Inquiry

This form is for the purpose of preparing for the background check process of volunteers representing the WI Annual Conference. Please email completed form to Kimberly Rowe at KRowe@WisconsinUMC.org.

In submitting this form, I understand that I am just inquiring whether a person has a current background check on file with the WI Annual Conference Office. Request of background consent forms will need to be completed and submitted to the conference office before a background check can be submitted for processing.

This inquiry forms 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. Upon return of the inquiry report, request for background check forms must be returned 7 to 10 days ahead of said trip/event. Do not purchase any airline tickets before background check reports are complete.

Person submitting inquiry request form: _____

Your roll/position: _____

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

Date of event/trip: _____

Date of transportation purchase (if applicable): _____

Group/Account responsible for payment ($10 per applicant processed) _____

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

First Name	Last Name	Address	City	State	Zip