

**DIOCESE OF CHARLESTON  
CREDIT AUTHORIZATION FORM**

Parish/School/Office Name: \_\_\_\_\_

**CREDIT HISTORY:** Please note. A **yes** response will result in a credit history check.

1. Do you now or will your duties as an employee, include access to funds and/or financial decisions for a diocesan office, school and/or parish? \_\_\_\_ Yes. \_\_\_\_ No.

If yes, please explain: \_\_\_\_\_

2. Do you now or will your duties as a volunteer, include access to funds and/or financial decisions for a diocesan office, school and/or parish? \_\_\_\_ Yes. \_\_\_\_ No.

If yes, please explain: \_\_\_\_\_

**If you answered yes to either of the above listed questions, please provide the requested information below and submit this form, along with the Basic Data Form and Department of Social Services Form to the Safe Environment Coordinator at your parish/school or the HR official handling your employment.**

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_

Please print name

\_\_\_\_\_

Address

Signature \_\_\_\_\_ Date: \_\_\_\_\_

For use by the Safe Environment Coordinator/Pastor/Principal/HR official only

I authorized a credit check to be performed on this individual whose job/volunteer responsibilities include access to funds and /or the making of financial decisions.

Safe Environment Coordinator, Pastor, Principal, HR official name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form: 2011-03  
Revised: 01.03.12  
11.09.16