

## DFPS Background Check: Information Collection Form for CASA Employees / Volunteers

|   |   |   |          |
|---|---|---|----------|
| First Name  | Middle Name   | Last Name   |          |
| Other names or spellings used (married, maiden, alias, etc.) - First, Middle, Last  |   |   |          |
| Residence Street Address  |   |   |          |
| City  | County  | State   | Zip Code |
| Residence Telephone Number  | Alternate Telephone Number  |   |          |
| Date of Birth   | Gender :<br><input type="checkbox"/> Male - <input type="checkbox"/> Female | SSN   |          |
| Race (check all applicable)<br><input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Am Indian/AK Native<br><input type="checkbox"/> Nat Hawaii/Pac Island <input type="checkbox"/> Unable to Determine (or, none of the above) |   | Ethnicity (check one, only)<br><input type="checkbox"/> Hispanic <input checked="" type="checkbox"/> Not Hispanic<br><input type="checkbox"/> Unable to Determine |          |
| List other places you have resided (for a minimum of the past 5 years)  |   |   |          |
| Eligible for Case Connection: Yes <input type="checkbox"/> No <input type="checkbox"/>  |   |   |          |
| Email Address of the Subject of the Background Check:   |   |   |          |

I am the person listed above and the information I provided is true and correct. I grant permission to the CASA program to request a Texas Abuse and Neglect background check through the Texas Department of Family and Protective Services on my behalf.

Signature: \_\_\_\_\_ Date of Consent: \_\_\_\_\_

### DFPS Security Agreement for CASA Employees / Volunteers

*This agreement is for individuals who are not employees of the Texas Department of Family and Protective Services (DFPS), but who will be provided confidential information as part of a project, contract, or agreement between DFPS and the organization the individual represents.*

I understand and acknowledge that information made available to me by the Department of Family and Protective Services contains data that is considered confidential under law. I will use this information with discretion in performing my duties and responsibilities as a CASA Staff or volunteer and will disclose this information to other individuals only to the extent that it is specifically authorized under the contract or agreement in place between my organization and DFPS. If at any time a question or problem arises with regard to the release of information, I will not release the information until I am so authorized. Under no circumstances will I access or release confidential information for any purpose other than in the performance of my duties and responsibilities as a CASA staff or volunteer as they relate to the contract or agreement with DFPS. I understand that if I use this information in an unauthorized manner, I may be subject to prosecution under one or more applicable statutes and will no longer be allowed access to the information provided to my organization.

If I am eligible for access to Case Connection, I acknowledge that I have read and understand the DFPS Security Requirements provided to me as part of this security agreement.

Attached please find: DFPS Requirements and Guidelines for CASA organizations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date