CITY OF HOUSTON

Public Works & Engineering
Public Utilities Division

Disclosure & Consent for Release of Information

Applicant Name: (First, Middle, Last)	Current Address: (Street Address)
(1) Other Name(s) Used: (Like Maiden)	City: State: Zip:
(2) Other Name(s) Used:	(1) Former Address:
Driver's License No. State Issued:	City: State: Zip:
Date of Birth:	(2) Former Address:
Place of Birth: (City, County, State, & Country)	City: State: Zip:

Applicant Instructions: Please read this disclosure and consent form carefully before signing. You will be provided a copy of this form at any time upon request.

DISCLOSURE AND CONSENT CONCERNING CONSUMER REPORTS AND CRIMINAL BACKGROUND CHECKS.
Read carefully. This consent and release has been provided to you for the City of Houston to request a criminal background check, consumer report, or investigative consumer reports in connection with your services as a contractor for the City of Houston.

The Applicant acknowledges that the City of Houston may now, or at any time while providing contract services, verify information within the application. The verifications and/or checks may include but not limited to: driving record, employment references, personal references, any educational and licensing institution and to receive any criminal record information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency in any State of the United States of America. A photocopy or telephonic facsimile (Fax) of this Disclosure and Consent authorization for Release of Information shall be valid as the original. The results of this verification process will be used to determine eligibility to provide contract services to the City of Houston. All results will be kept CONFIDENTIAL. The information obtained will not be provided to any parties other than to designated City of Houston personnel.

CONSENT STATEMENT:
I have carefully read and understand this disclosure and consent form and by my signature consent to the release of criminal background checks, consumer, or investigative consumer reports, as defined above. I further understand this consent will apply during the course of my services as a contractor to the City of Houston, and that such consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so. I further understand that any and all information contained by the City of Houston may be utilized for the purpose of obtaining a criminal background check, consumer reports or investigative consumer reports requested by the City of Houston and confirm that all such information is true and correct.

I, the undersigned applicant, do hereby certify that the information provided by me is true and complete to the best of my knowledge. I understand that any false statements will be considered as a cause for denied access to any City of Houston property to provide contract services.

I authorize the City of Houston and any of its agents/personnel, to disclose orally and in writing the results of this verification process and/or interview to authorized representatives. I do hereby agree to forever release and discharge the City of Houston, and personnel to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint arising from the retrieving and reporting of information.

Signature: _____ **Date:** _____

Print Name: _____