

Authorization and Disclosure Notification for Subject Individual

Please give this to your subject individual if s/he did not receive an email from noreply@innovativearchitects.com or does not have an email address.

SI Name: _____ DOB: _____ Application # _____

The request for a background check through the agency, _____, has been successfully started.

The Background Check Unit (BCU) will only start the checks after you have provided your authorization for the checks and you have provided information about any past history. In this notice is the link to BCU's Oregon Criminal History and Abuse Records Data System (ORCHARDS) website and the application identification you will need.

This website is secure and confidential. None of your disclosures made in this website will be provided to the agency or facility listed above unless you provide that information to the agency or facility yourself.

You should plan to complete your authorization and disclosure during one sitting or period of time. Please gather any information or documents regarding any criminal or abuse history you have before starting so everything you need will be readily available.

However, if you start your authorization and disclosure and need to finish at a later time, you may do so if you do not click the Submit button on the last question. When you are ready, complete all the questions, click the Submit button to complete the authorization and disclosure.

To open the online portal and confirm your identity, you will need the following information:

- The ORCHARDS application number for this background check which is listed above.
- Your last name, exactly how the agency entered it
- Your date of birth, exactly how the agency entered it

Go to [ORCHARDS BACKGROUND CHECK AUTHORIZATION AND SELF DISCLOSURE](#) (click this link to begin). The link is <https://www.orchardsbcu.com/Public/ApplicantDisclosure>.

If you are unable to enter the ORCHARDS portal, check with your contact at {2} to confirm the exact last name and date of birth they entered.

You have 21 days from the date the agency submitted your background check request to complete this authorization and disclosure. However, the sooner you complete, the sooner your background check request will be completed.

If you have any questions, please contact the OR BCU at 888-272-5545 or email bcu.info@odhsoha.oregon.gov.