

Authorization and Disclosure Notification for Subject Individual

Please give this to your subject individual (SI) if they did not receive an email from bcu.orchards@orchards.odhsoha.oregon.gov or does not have an email address.

SI Name: _____ DOB: _____ Application Number: _____

Agency requesting background check application: _____

Thank you for your interest in working for an agency serving vulnerable individuals in Oregon. The Background Check Unit (BCU) is committed to the safety and well-being of those we serve. We carefully review your history to determine if there are any safety concerns.

BCU conducts criminal records checks for the Oregon Department of Human Services (ODHS) and the Oregon Health Authority (OHA). We also do checks for the Oregon State Police Clearinghouse. In reviewing your history, we may use state and federal databases for information on criminal history, abuse and driving records. The history we need to review will depend on the position you have applied for. If we are unable to find certain details, we may need to contact you for more information. We understand that some people have criminal or abuse history. We recognize that discussing your history may be difficult. However, we value the time you use to tell us your story and your honesty about your history. This allows us to make an informed decision on how you can care for vulnerable individuals.

If you have questions about the background check process, many answers can be found on the BCU website: <https://www.oregon.gov/odhs/background-checks/Pages/faq.aspx>. To view this page in different languages, select the 'Languages' option in the top-right corner.

BCU will begin the checks only after you have provided your authorization and submitted information about your history. The website is secure and confidential. We do not provide any of your disclosures made in this website to anyone.

You have seven (7) calendar days from the date the agency submitted your background check request to complete this authorization and disclosure. The sooner you complete it, the sooner your background check request will be completed.

You should plan to complete your authorization and disclosure in one session. Before starting, please gather any relevant information or documents regarding any criminal or abuse history. This will ensure you have everything you need available.

If you begin the process but need to finish later, you may do so as long as you do not click the 'Submit' button on the final question. Once you are ready, complete all the questions and click the 'Submit' button to finalize your 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 (listed at the beginning of this form)
- Your last name, exactly how the agency entered it
- Your date of birth, exactly how the agency entered it

Visit the [ORCHARDS background check authorization and self-disclosure page](https://www.orchardsbcu.com/Public/ApplicantDisclosure) to begin. The website address is <https://www.orchardsbcu.com/Public/ApplicantDisclosure>.

If you are unable to enter the ORCHARDS portal, check with your contact at the agency listed on this document to confirm the exact last name and date of birth they entered.

For more questions, please contact us at bcu.info@odhsoha.oregon.gov.