

ORCHARDS

Oregon Criminal History &
Abuse Records Database System



Background Information: You will need to provide us with the information below so that we can submit a

background check request into ORCHARDS. An email from ORCHARDS will be sent for you to respond giving permission for a background check. A reply is necessary within 21 days or the application will close. Please print clearly or type.

Required	Subject individual (SI) Information or Applicant
NO	Social Security # <i>(Note This is voluntary for Volunteers. The SI/Applicant must approve):</i>
YES	Complete Name (Legal Name as on ID):
YES	Date of birth (mm/dd/yyyy):
YES	Residential address (include full address with city and zip):
	Mailing address (if different):
YES	Prior names and aliases:
YES	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown/Not Specified <input type="checkbox"/> Other <input type="checkbox"/> Both
YES	Phone: *Type of Phone (home, mobile, etc.):
	2 nd Phone: Type Phone:
YES***	Email:
YES	Residential History outside OR, past five years. include years lived at each location:

Pre-Employment/Volunteer Information – Job title and duties are for what you will be doing while at the organization.	
YES	Position/Job Title:
YES	Position Description (include worksite location):
Position Requires Direct Contact with: (check all that apply)	
<input type="checkbox"/> Adults	<input type="checkbox"/> Children
<input type="checkbox"/> Confidential Information	<input type="checkbox"/> Seniors
<input type="checkbox"/> Finances/Financial Records	<input type="checkbox"/> Information Technology Systems
<input type="checkbox"/> Secure Facilities	
Position Requires: <input type="checkbox"/> Driving	

DETAILS

Employee Type: Depending on the request type you have chosen you will see one or more of the following. **Choose one:**

- Employee
- Contractor
- Volunteer/Student

Identity Document: SI or Applicants - You Must Submit a Copy of **One** of the Documents Below:

- Oregon State Issued Driver’s License (Front & Back)
- Oregon State Issues Identification Card (Front & Back)
- Non-Oregon State Issued Driver’s License (Front & Back)
- Non-Oregon State Issued Identification Card (Front & Back)
- United States Armed Forces ID
- Passport
- Visa
- High School/College ID
- Other Government-Issued Photo ID