

# Boy Scout Adult Application Instructions

These forms requires Adobe Reader 8.0 or higher. You can download Adobe Reader [here](#).

The Application, Page 2, will Auto complete your Name and Troop number using the information supplied to it from the Release Form, Page 1.

The fees will be calculated for you using the information supplied in the Application process. All information needs to go to your District Executive for processing: Application, Release form, Youth Protection Training (YPT) Cert and Merit Badge Counselor (MBC) information sheet if applicable

1. Fill out all applicable boxes; SS number, three references, Position Code, etc
2. Save the form using the "Save Form As" button
3. Print out two copies of your Application using "Print Form" button. Select Pages to print "2-3"
4. Sign Application as stated below
  - a. Applicant - generates application then forwards it to
  - b. Charter Rep who signs it then forwards it to
  - c. Committee Chair. Once all signatures are completed and filled, go to Step #5
5. Complete Youth Protection Training [here](#) if not already done. (Use Internet Explorer 6.0 and above).
6. Complete the online MBC Information Sheet, Available [here](#).
7. Forward the following forms, YPT Cert & App & Release, on to your District Executive who will run a background check. Once all background information has passed the DE will get your items to the proper people.

Thank You very much for volunteering for your District and Boy Scouts of America.

## Disclosure/Authorization Form

### NOTICE TO APPLICANT REGARDING BACKGROUND CHECK

In order to safeguard the youth in our care, the Boy Scouts of America will procure consumer reports on you in connection with your application to serve as a volunteer, and the Boy Scouts of America may procure additional consumer reports at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The Boy Scouts of America has contracted with ChoicePoint, a consumer reporting agency, to provide the consumer reports. ChoicePoint may be contacted by mail at ChoicePoint, 1000 Alderman Drive, Alpharetta, GA 30005 or by telephone at 800-845-6004.

The consumer reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include but are not limited to Social Security number verification, sex offender registry checks, criminal records checks, inmate records searches, and court records checks. The information contained in these consumer reports may be obtained by ChoicePoint from public record sources. The consumer reports will not include credit record checks or motor vehicle record checks.

The nature and scope of the consumer reports are described above. Nonetheless, you are entitled to request a complete and accurate disclosure of the nature and scope of such reports by submitting a written request to ChoicePoint at the address listed above. Additional notices for applicants in California, New York, Minnesota, and Oklahoma are provided.

### APPLICANT'S ACKNOWLEDGMENT AND AUTHORIZATION

I have carefully read this notice and authorization form and I hereby authorize the Boy Scouts of America and ChoicePoint to procure a consumer report, which as described above will include information relating to my criminal history as received from reporting agencies. I understand that this information will be used to determine my eligibility for a volunteer position with the Boy Scouts of America. I also understand that as long as I remain a volunteer, additional consumer reports may be procured at any time. I understand that if the Boy Scouts of America chooses not to accept my application or to revoke my membership based on information contained in a consumer report, I will receive a summary of my rights under the Fair Credit Reporting Act and contact information for the reporting agency, ChoicePoint.

## ADDITIONAL NOTICES TO CALIFORNIA, MINNESOTA, OKLAHOMA, AND NEW YORK APPLICANTS

### California

Under California law, the consumer reports described above that the Boy Scouts of America will procure on you are defined as investigative consumer reports. These reports will be procured in connection with your application to serve as a volunteer, and additional reports may be procured at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The reports may include information on your character, general reputation, personal characteristics, and mode of living.

Under section 1786.22 of the California Civil Code, you may inspect the file maintained on you by ChoicePoint, during normal business hours and with proper identification. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication, by appearing at ChoicePoint's offices in person, during normal business hours and on reasonable notice, or by certified mail upon making a written request. You may also receive a summary of the information contained in this file by telephone. ChoicePoint will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information. This written explanation will be provided whenever a file is provided to you for visual inspection. If you appear in person, you may be accompanied by one other person of your choosing, who must furnish reasonable identification.

### For Applicants in California, Minnesota, and Oklahoma Only

You have the right to request a free copy of any report procured on you. If you wish to receive a free copy of any report procured on you, check the box below.

I request a free copy of any report procured on me.

### New York

As explained above, a consumer report will be requested in connection with your application, and additional consumer reports may be requested during the course of your service with the Boy Scouts of America. You have the right, upon request, to be informed whether or not a consumer report was requested and, if a consumer report was request, of the name and address of the consumer reporting agency that furnished the consumer report.

**My signature below indicates that I have read, understand, and accept the accompanying disclosures and acknowledgments.**

First name **(No initials or nicknames)** Please print.

Middle name

Last name

Suffix

Signature of applicant

Date

# ADULT APPLICATION

28-501F

This form is read by machine. Please print the numbers and letters as shown:

1 2 3 4 5 6 7 8 9 0 A B C D E F G H I

The information obtained in this form is for the internal use of the BSA only.

Pack

Troop

Team

Crew

Ship

Unit No.

\_\_\_\_

OR

Council/district position

\_\_\_\_\_

District name

\_\_\_\_\_

1. Scouting background. Position Council Year

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Experience working with youth in other organizations.

\_\_\_\_\_  
\_\_\_\_\_

3. Previous residences (for last five years). City State

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Current memberships (religious, community, business, labor, or professional organizations).

\_\_\_\_\_  
\_\_\_\_\_

5. References. Please list those who are familiar with your character as it relates to working with youth. References will be checked when necessary.

Name \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_  
Name \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_  
Name \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_

6. Additional information. (Mark each answer.) Yes or No

- a. Do you use illegal drugs?  Yes  No
- b. Have you ever been convicted of a criminal offense? (If yes, explain below.)  Yes  No
- c. Have you ever been charged with child neglect or abuse?  Yes  No
- d. Has your driver's license ever been suspended or revoked? (If yes, explain below.)  Yes  No
- e. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? (If yes, explain below.)  Yes  No

EXPIRE DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TERM \_\_\_\_ MONTHS  New leader  Former leader

If applicant has an unexpired membership certificate; registration may be accomplished in this unit by paying \$1 for processing the transfer. Mark and attach certificate. It will be returned by the council.

TRANSFER FROM: COUNCIL NO. \_\_\_\_ TYPE OF UNIT \_\_\_\_ UNIT NO. \_\_\_\_

Please print one letter in each space—press hard; you are making three copies.

First name (No initials or nicknames) Middle name Last name Suffix

Have you completed:  Youth Protection training  Fast Start training

Country Mailing address City State Zip code

Home phone Business phone Ext. Cell phone

Date of birth (mm/dd/yyyy) Ethnic background: African American Native American Alaska Native Asian Caucasian/White Hispanic/Latino Pacific Islander Other Driver's license No. State

Gender Social Security number (required) Occupation Employer

Country Business address City State Zip code

Position Code Scouting position (description) Are you an Eagle Scout? Date earned (mm/dd/yyyy)

E-mail address (Select one) Work Home Boys' Life subscription

I understand that: a. The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application... b. In signing this application, I have read the attached information and apply for registration with the Boy Scouts of America. I agree to comply with the Charter and Bylaws, and the Rules and Regulations of the Boy Scouts of America and the local council. I affirm that the information I have given on this form is true and correct. I will follow the Youth Protection guidelines.

APPROVALS FOR UNIT SCOUTERS We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures and this applicant meets the leadership qualifications of the Boy Scouts of America:

Signature of unit committee chairman Date

Signature of chartered organization head or representative Date

(ACCEPTED) Signature of Scout executive or designee Date

APPROVAL FOR COUNCIL AND DISTRICT SCOUTERS We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures and this applicant meets the leadership qualifications of the Boy Scouts of America:

Signature of Scout executive or designee Date

Signature of applicant Date

4001 Registration fee \$ \_\_\_\_ . \_\_\_\_

Boys' Life fee \$ \_\_\_\_ . \_\_\_\_

LOCAL COUNCIL COPY

Retain on file for three years.