



Council for Educational Travel USA  
 5300 Northland Dr. NE, Box 11  
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## Coordinator/Staff Member Background Check Release Form

Dear CETUSA Coordinator/Staff Member:

The U.S. Department of State is now requiring all U.S. student exchange organizations complete a background check on all Staff (office and field). To do so, we must have the following information and approval from each of you.

Background checks will be done by CETUSA staff and held in strict confidence. In the event there is a concern on the background check a CETUSA staff member will contact you for a private consultation. Please be assured that all information provided to CETUSA and all information received in the Background Check, will be held as confidential by CETUSA staff.

Please complete this form and return it in the enclosed envelope. Time is of the essence. Thank you for your assistance in this matter.

Peg TenHoopen  
 Vice President

Your Name: \_\_\_\_\_

Other Names You Have Used, Including Maiden Names:  
 \_\_\_\_\_  
 \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mo. day year)

I hereby authorize the Council for Educational Travel USA to obtain any and all background checks as required by the U.S. Department of State to confirm my eligibility to work with CETUSA students.

\_\_\_\_\_  
(signature) \_\_\_\_/\_\_\_\_/\_\_\_\_  
(date)