

With Time For You

Since 1879



# City of Richmond

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## **VOLUNTEER RELEASE FORM (I-CHAT)** **City of Richmond - Roosevelt Civic Auditorium**

Volunteers are a vital part of the successful operation of the Aud. Without volunteers, many of the activities could not exist or even happen. We thank all of those individuals who have and continue to devote their time and energy to making our community a better place by volunteering their time.

In an effort to insure safety and security for our guests, we are requiring that a "Volunteer Release Form" be completed for all volunteers. The City will conduct an Internet background check through the Michigan State Police's ICHAT (Internet Criminal History Access Tool). All information received will be kept confidential in the Recreation Director's office.

ICHAT check shall be run before the volunteer participates in any programs, events or rentals.

**PLEASE PRINT THE REQUIRED INFORMATION AS IT APPEARS ON THE DRIVER'S LICENSE OR PASSPORT:** (\*All fields are required for the State of Michigan background check)

\_\_\_\_\_  
Last Name\*

\_\_\_\_\_  
First Name\*

\_\_\_\_\_  
Middle Initial\*

Birth Date\*

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

\_\_\_\_\_  
Year

Gender\*

( ) Male

( ) Female

**VOLUNTEER SIGNATURE (REQUIRED):** It is understood that my signature below indicates my consent to a Michigan State Police Internet (ICHAT) background check. If you have any questions regarding this form, please feel free to contact the Recreation Director's office at (586) 727-3064.

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date\*

\_\_\_\_\_  
Driver's License Number\*

\_\_\_\_\_  
Phone #

*Note: A copy of the volunteer's driver's license must be attached in order for the ICHAT to be processed*