

Board of Chaplaincy Certification Inc.

an affiliate of Association of Professional Chaplains

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Final Disposition of Application Materials Contact Information Release Form

Per our standards, once an applicant or candidate has completed his/her application file, the application materials will either be returned or destroyed by BCCI. Confidential materials are also purged from a candidate/applicant's file once he/she has successfully completed the BCCI certification process. Indicate your preference by checking either Option #1 or Option #2. Also, we ask that you read Option #3 and check the box if you do not wish to have your contact information released. **Please print and sign your full name.**

Option #1 - RETURN MATERIALS: \$10.00 Charge

☐ I would like the following list of application materials returned to me at the address recorded in the APC/BCCI database. Enclosed is the \$10 postage and handling fee. I understand that only the items below will be returned to me.

- | | |
|---------------------|-----------------------------|
| ◆ CPE evaluation(s) | ◆ Competency essays |
| ◆ Verbatim(s) | ◆ Letters of recommendation |
| ◆ Autobiography | |

Important Note: Your application materials will be returned to you at the most recent address recorded in the APC/BCCI database. It is your responsibility to notify us of any change in address. If your application materials are returned to us by the U.S. Post Office marked as "address undeliverable," we will destroy your materials.

or . . .

Option #2 - DESTROY MATERIALS: No Charge

☐ NO, I do not wish to have my application materials returned to me. I authorize the association to shred these documents.

and . . .

Option #3 - CONTACT INFORMATION RELEASE FORM

All members are always included in the APC membership directory. In addition, contact information may also occasionally be released to outside organizations for purposes consistent with the mission of the association. For additional information, refer to the APC Privacy Statement found on the APC Web site: www.professionalchaplains.org. You have the right to opt out of having your name and contact information released to outside organizations. By opting out, your name will not be released to any outside organization.

☐ Check here if you wish to opt out.

Printed Name: _____

Signature: _____

Date: _____