

# Sample Final Report

<Date>

<Church Name>

<Primary Church Contact Person>

<Address>

<City/State/Zip>

RE: <Candidate Name>

Dear <Primary Church Contact Person>:

We have completed the <five/ten/fifteen> year screening process for the above-named person and report the following results:

## Receipt of the Questionnaires:

- Reference Questionnaires have been received from ALL schools, employers, and religious supervisors identified by the above-named person, and for which written inquiries were required to be made.
- Reference Questionnaires have been received from all but the following schools, employers, and religious supervisors identified by the above-named person, and for which written inquiries were required to be made:

## Content of the Questionnaires:

- Of the Questionnaires received (whether completed by the above-named person or reference), all responses to the questions were “No” and no comments (whether favorable or unfavorable) were written in by the respondents. Therefore, no evidence of misconduct has thus far been reported. If a Reference Questionnaire is subsequently received from the non-respondent(s) above that report a “Yes” answer to any question or contributes any comments, we will forward a copy of that Questionnaire to you immediately.
- Of the Questionnaires received, the following contained “Yes” responses to one or more questions or contained comments (whether favorable or unfavorable) from the respondents – and were forwarded to your office for your review:

## Credit Bureau Records:

- A Credit Bureau report was secured, and no “red flags” were reported.
- A Credit Bureau report was secured, and “red flags” were reported to you.
- No Credit Bureau records were checked.

## Motor Vehicle Records:

Motor Vehicle records were checked, and no “red flags” were reported.

Motor Vehicle records were checked, and “red flags” were reported to you.

No Motor Vehicle records were checked.

If you have further questions about this file, please feel free to call me at our toll-free number.

Respectfully,

Robert G. Leverentz  
Vice President

Final Report issued on <date>