

INSTRUCTIONS FOR BACKGROUND CHECKS

__Applicant completes and signs the top portion of the BACKGROUND CHECK AUTHORIZATION form.

__Church completes the boxed section at the bottom of the Background Authorization Form located under the applicant's signature **AND** completes the FAX COVER SHEET

__FAX **both** completed and signed BACKGROUND CHECK AUTHORIZATION(S) **and** completed FAX COVER SHEET to 1-800-798-1189.

__InfoCheck will conduct the requested background search(es) and FAX the results to the Bishop's Office where they will be kept on file. The indicated contact person will be notified of the results by the Bishop's Office. The requesting congregation will be charged.

Guidelines for Completing the Required Forms

BACKGROUND CHECK AUTHORIZATION FORM:

Ask the applicant to complete **and** sign and date the top portion. Church provides the date, congregation/city, contact name and contact's preferred phone number. This information should match the contact information on the FAX COVER SHEET. The church also indicates the job position title for which the applicant is applying.

FAX COVER FOR BACKGROUND CHECKS:

Church completes the 'FROM' section top of form. This information should match the contact information on the BACKGROUND CHECK AUTHORIZATION FORM.

Check type of position for which the Background Check is needed **and** circle the closest job title(s) for the Background Check Authorizations included with that FAX.

Searches for nursery supervisor, church school director, youth group leader, youth choir director and acolyte director will include all counties of residence by the social security track for the last seven years.

Applicants for nursery attendant, church school teacher, youth group assistant, and camp staff will receive a more limited background search. If you have an applicant for one of these positions who has lived in counties other than those in California during the last seven years, note under "Additional instructions" on the FAX COVER SHEET that the search for that applicant needs to include the other counties indicated on the BACKGROUND AUTHORIZATION SHEET or list those. If you want to add states for the Sex Offender Registry to be searched, note those states under "Additional instructions" on the FAX COVER SHEET.

If you want a search conducted *in addition* to the standard search for any applicant indicate the type of search on the FAX COVER SHEET under "Additional Instructions". A list of available searches is listed on the Background FAX COVER SHEET. For other types of positions, contact InfoCheck for recommendations as to what searches may be appropriate. For example you may want a credit report if you are hiring a bookkeeper or accountant. Then indicate on the FAX COVER SHEET which searches you want.

Information about Background Checks

•Standard Search for Nursery Supervisor, Church School Director, Youth Group Leader, Youth Choir Director, Acolyte Director includes:

SOCIAL SECURITY TRACK search provides all names associated with the social security number, verifies that the social security number is valid, confirms current address and identifies previous addresses associated with the social security number.

FELONY, MISDEMEANOR and FEDERAL RECORDS search includes a seven year criminal records check for all counties generated by the social security track for that time period, including any maiden names and AKA names found.

DMV DRIVERS LICENSE REPORT provides driving violations, DUI's, accidents, etc., alerting you to drivers that may expose your church or the diocese to insurance risks.

SEX OFFENDER REGISTRY SEARCH identifies any applicant who may appear on the California SOR. A SOR search will be conducted for all states where the applicant has resided for the past seven years according to their Social Security Track. To request additional states please note the other states you want searched under "Additional information".

Searches for nursery supervisor, church school director, youth group leader, youth choir director and acolyte director will include all states for the Sex Offender Registry search and counties of residence for the last 7 years according to their Social Security Track. If you want a search in addition to the standard search for these positions indicate those on the FAX COVER SHEET. A list of available searches is provided on the Background FAX COVER SHEET and below.

•Standard Search for Nursery Attendant, Church School Teacher, Youth Group Assistant, Camp Staff includes:

SEX OFFENDER REGISTRY SEARCH
DMV DRIVERS LICENSE REPORT

If you want a search in addition to the standard search for these positions indicate those on the FAX COVER SHEET under "Additional instructions.". A list of available searches is provided on the Background FAX COVER SHEET and below.

Background Checks for Other Positions

Contact InfoCheck for recommendations for appropriate searches for a position and for information on pricing. When appropriate may want to get one of the following searches, however InfoCheck can also provide other services and searches.

Additional Searches Available from InfoCheck

AV- Academic Verification	LS – Litigation Search
AAR-Adult Abuse Registry	LV – Professional License Verification
CAR – Child Abuse Registry	MC – Misdemeanor/ Municipal Criminal
CR- Credit Report	OIG –Office of Inspector General
DMV –Drivers License Report	PR – Personal Reference
DS- Drug Screening	SC – Statewide Criminal
EV – Employment Verification	SOR- Sex Offender Registry
FC – Felony/Sup Criminal	SS – Social Security Track
FDC – Federal District Criminal	WC – Workers Compensation Records Check

Credit Reports

Please be aware that credit checks are controlled by federal and state law. Check the InfoCheck website at www.infocheck.com for current information regarding credit checks and instructions. When requesting a credit report you must provide InfoCheck, with a signed Consumer Report Access Agreement. You must also comply with the terms of the Fair Credit Reporting Act and any other state or agency requirements.

Cost to Church for BACKGROUND CHECKS

Currently the charge for a standard felony, misdemeanor, and federal criminal records check by social security number for a nursery supervisor, church school director, youth group leader, youth choir director or acolyte director is \$80.00. InfoCheck will conduct this check in all counties in which the applicant has resided for this set charge. In California a Sex Offender Registry Search is \$7.50 and a DMV Drivers License Report is \$7.50. Typically the total charge for a youth group leader who has resided only in California for the past 7 years should be \$95.00 for a standard search.

Prices for specific searches can vary for other states. For example, some states may charge more for a DMV Drivers License Report. Be aware that mandatory fees are an additional cost when applicable. County Courts charge varying amounts for searches of court records, therefore additional fees will apply when multiple counties are searched or when additional court records must be obtained. These mandatory fees are passed along to you. The Church should contact InfoCheck to verify current fees for additional searches requested.

How Church is Notified of the Results

InfoCheck will conduct the requested background searches and FAX the results to the Bishop's Office where they will be kept on file. The indicated contact person will be notified of the results by the Bishop's secretary or the Youth and Young Adult Administrator. The requesting congregation will be charged accordingly.

FAX COVER FOR BACKGROUND CHECKS

EPISCOPAL DIOCESE OF NORTHERN CALIFORNIA Account #65571

TO: InfoCheck Inc.
3333 Vincent Road, Suite 260
Pleasant Hill, CA 94523
Phone: 800-798-1076
Fax: 800-798-1189

FROM:
Church/Ministry-City _____
Contact Name _____
Contact Phone _____

____ **Background Check(s) for:** *(Last names only)* _____
Position: *(circle all that apply)* Nursery Supervisor, Church School Director, Youth Group Leader, Youth Choir Director, Acolyte Director

The standard Background Check for these positions includes:
FELONY/ MISDEMEANOR AND FEDERAL BY SOCIAL SECURITY TRACK
SEX OFFENDER REGISTRY SEARCH
DMV DRIVERS LICENSE REPORT

Additional searches requested: *(select from list below):* _____
Additional instructions

-OR-

____ **Background Check(s) for:** *(Last names only)* _____
Position: *(circle all that apply)* Nursery Attendant, Church School Teacher, Youth Group Assistant, Camp Staff

The standard Background Check for one of these positions includes:
SEX OFFENDER REGISTRY SEARCH
DMV DRIVERS LICENSE REPORT

Additional searches requested: *(select from list below):* _____
Additional instructions:

-OR-

____ **Background Check(s) for a position other than one of the above (for example, Bookkeeper, Sexton, etc):** *(Last names only)* _____

Please conduct searches indicated: *(select from list below):*
Additional instructions:

AVAILABLE SEARCHES

- | | |
|-------------------------------------|--|
| ___ AV- Academic Verification | ___ LV – Professional License Verification |
| ___ CR- Credit Report | ___ MC – Misdemeanor/ Municipal Criminal |
| ___ DMV – Drivers License Report | ___ OIG – Office of Inspector General |
| ___ DS- Drug Screening | ___ PR – Personal Reference |
| ___ EV – Employment Verification | ___ SC – Statewide Criminal |
| ___ FC – Felony/Sup Criminal | ___ SOR- Sex Offender Registry |
| ___ FDC – Federal District Criminal | ___ SS – Social Security Track |
| ___ LS – Litigation Search | ___ WC – Workers Comp |

***InfoCheck will fax results of Background Checks to the Bishop's Office where they will be filed.
Contact indicated above will be notified of the results by the Bishop's Office.***

The documents accompanying this facsimile transmission contain confidential information, belonging to the sender, that is protected by California state and/or federal law. This information is solely for the use of the addressee named above. Any disclosure, copying, distribution or other use is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by telephone and confidentially dispose of the material.

