

## INSTRUCTIONS FOR PREPARING BACKGROUND CHECK AUTHORIZATIONS

There are 2 different background check authorization forms – one is for paid employees and applicants for paid employment, the other is for volunteers. The two forms are slightly different. Please be sure you use the correct form for the type of person being checked. The Parish Safe Environment Coordinator (PSEC) should be responsible for making sure that a background check authorization form has been completed for every paid employee and for those volunteers who are to be screened according to the diocesan policy for the screening of volunteers.

In the **Job Title/Volunteer Activity** box on the form, indicate what the individual does at your location. Also, try to include the database profile (see the Compliance Chart Based on Profiles) that you think best describes that individual.

Both forms include check boxes to indicate whether or not the individual's driving record is to be checked (**Motor Vehicles Records Check Required**) and whether or not the individual's credit record is to be checked (**Credit Check Required**). The PSEC is responsible for making sure that both employees and volunteers who will be transporting others receive driving record checks, and those who handle parish finances have credit record checks. Be sure the correct boxes are checked for these types of employees and volunteers. These record checks are not performed if these boxes are not checked.

In the **Name Box**, please make sure that they provide their Full Legal Name. Initials and nicknames cannot be used for their first name. Middle initials are fine, as are hyphenated last names. Also, please be sure that the name is legible.

In the **Date of Birth** box, please do your best to make sure that the date of birth is correct. The most common mistakes occur when an individual lists today's date or the current year as their birth year.

For the **Social Security Number** box, please provide their 9-digit social security #. All volunteers/applicants for employment need to provide a Social Security Number so a positive identification and valid background check can be completed.

Have the individual provide a current **Street Address, City, State, and Zip** in the proper boxes. Also, make sure they provide a **Signature** and **Date** on the lines provided. At the very bottom, please provide the **Name and Location of Parish/School Requesting Background Check**. Include the city as your location.

If information on the form is not legible or is incomplete the form will be sent back to the parish/school for correction.

A background check cannot be performed on an individual under the age of 18.

The Parish Safe Environment Coordinator should group all forms for the parish and school and send them in together. Forms should be sent to the Office of Safe Environment.

Revised 7/21/08

**Background Check Pricing as of  
Sept. 2008**

Identity profile	\$2.75
Multi-state Criminal Search	\$6.25
Federal Court Check for employees	\$8.50
WI Driver's License	\$9.50
Credit Check	\$12.00

**Cost for a Background Check**

Volunteer	\$9.00
Employee*	\$17.50

**Costs Added per Service**

WI Drivers License	\$9.50
Credit Check	\$12.00

\*Employee Background checks can vary. Including, but not limited to, those employees who previously lived out of state and need additional states checked.