



Background Check Costs & Procedures

Who needs one?

- Church/Day School staff members
- Church/Day School Volunteers (includes members of all vestries and other church councils)

How do I get a background check completed?

- Have staff member/volunteer complete authorization form. The form can be found here: <http://edtn.org/background-investigation/authorization-form/>
- Send a completed authorization form to the Diocesan Office: backgroundcheck@edtn.org

How much does it cost?

- Most cost \$25
- See back of the sheet for specific pricing

Record Keeping:

- The Diocesan Office will send you a record of all background checks completed in your parish on December 1 of each year.
- Background checks are good for 3 years

Questions?

Contact Kim Jones, Assistant to the Canon to the Ordinary

kjones@edtn.org

615/251-3322

<u>Who?</u>	<u>Costs Associated</u>	<u>What you get</u>	<u>Total Estimated Cost</u>
Volunteers	\$25.00 (per name used) Additional Fees: (only if criminal record is found) \$15.00 per county Exception: \$85 New York and \$40 for select states \$8 Social Security Number Trace	National Criminal Database & National Sex Offender Registry ***If any criminal record is found, there will be additional fees:	\$25.00 More if Criminal records are found.
Regular Lay Staff	\$25.00 (per name used) \$8.00 \$15.00/per County Exceptions: \$85 New York and \$40 for select states Total Cost: \$48 (\$85 for New York)	National Criminal Background & National Sex Offender Registry Social Security Number Trace County Criminal Background Check	\$48.00 \$48 price includes one county in address history
Significant Lay Staff	\$25.00 (per name used) \$15.00 \$20.00 per state \$15 - \$30 \$15.00 per county (\$85 New York)	National Criminal Background & National Sex Offender Registry Credit Report Motor Vehicle Report Education Verification County Criminal	\$90.00 (and up) \$90 price includes one county background check and one statewide motor vehicle report
Clergy	\$120.00 \$15.00 per county (\$85 New York) \$15.00 \$20.00 per state \$15 - \$30 \$25.00 (per name used)	Background Referencing County Criminal History Credit Report Motor Vehicle Report Education Verification National Background & Sex Offender Registry	\$210 (and up) \$210 price includes one county background check and one statewide motor vehicle report