

# Background Check – Member Information Sheet

California law requires Church employees and volunteers who work with minors to undergo a criminal background check. This page provides basic information to help you through this process. (You may be interested to know that the background check searches only for certain serious offenses, not for traffic or other minor issues.)

## **Step 1. Complete the attached Request for Live Scan Service**

We have completed the top portion of the form with the necessary information. You must complete the Applicant Information portion of the attached Request for Live Scan Service. This includes filling in your name, alias, birthday, sex, height, weight, eye color, hair color, birthplace, Social Security Number, Driver's License Number, and address, and then sign and date where requested.

- If you do not have a Social Security number or Driver's License number, you can leave those blank.
- Do **not** put anything in the Billing Number field.
- No miscellaneous number need be added.
- You do **not** need to complete the Employer information or add an OCA or ATI number.

## **Step 2. Go to a Live Scan Service location for fingerprinting.**

Once you have completed the form, you must take it to a Live Scan Service location where they will take digital fingerprints. You will need to show identification. You can find the Live Scan Services location nearest you by Googling "Live Scan Services" or at the following website: <https://oag.ca.gov/fingerprints/locations>. The Live Scan Service locations are located inside certain retail stores and shops. These locations will charge you between \$15 and \$45 dollars for the fingerprinting service. ***Save your receipt and your ward or stake will reimburse you.*** There is no other charge for the background check. Live Scan submits the form to the State and the State sends the results to Church headquarters. Regardless of store hours, Live Scan services are typically only available between 8:00 a.m. and 5:00 p.m. due to State access limitations.

A copy of your application will be returned to you by the Live Scan operator. ***Please retain it. It will have a unique ATI number assigned to you which you will need to know if any resubmission is required.***

## **Step 3. Request reimbursement.**

The State does not charge separately for the background check, but Live Scan locations will charge you between \$15 and \$40 for fingerprinting. Submit the receipt to a member of the bishopric or branch presidency and you will be reimbursed. The cost is covered by Church headquarters and does not affect the ward or branch budget.

**Step 4. Wait for the results to be sent to Church headquarters.**

You will not receive the results. They will be sent to Church headquarters where an individual approved by the State of California as a Custodian of Records will review it and mark on your membership record whether you are eligible to work with minors. No other information is recorded. Your bishop or stake president will notify you if you are not eligible to work with minors. You can decide whether to discuss the circumstances further with your priesthood leaders.