

# Background Check – Leader Information Sheet

“The Church’s position is that abuse cannot be tolerated in any form.” General Handbook §38.6.2. California law now requires Church members who work with minors for at least 32 hours per year to undergo a criminal background check. This information will help you implement this requirement in your unit. Thank you for your help in complying with this law and in protecting Heavenly Father’s children.

## 1. Who is required to get a background check?

- Stake presidencies
- Bishoprics and branch presidencies
- Stake and ward primary workers
- Stake and ward Young Men and Young Women leaders, advisors, instructors, and camp directors
- Seminary teachers and secretaries (including regular substitutes)
- Any other person who may work with youth or children for 32 hours in a year. This likely includes those participating in a pioneer trek and may include those serving as ministers with junior companions who are minors.

## 2. How does the process work?

Provide the attached Member Information Sheet and Request for Live Scan Service form to each member required to get a background check. Members fill out and take the form to a Live Scan Services location to get fingerprinted. Find the Live Scan Services locations nearest you by Googling “Live Scan Services” or at the following website:

<https://oag.ca.gov/fingerprints/locations>. (The Live Scan services are located in ordinary retail shops.) Live Scan submits the form to the State, which sends the results to Church headquarters, usually within 48 to 72 business hours. Live Scan services are typically only available between 8:00 a.m. and 5:00 p.m. Some units have arranged with a mobile notary who has Live Scan access to come to their buildings and take fingerprints of large groups to reduce travel time and inconvenience for their members.

## 3. Who reviews background check?

An individual at Church headquarters, approved by the State of California as a Custodian of Records, will review the background check.

## 4. What does the Custodian of Records do with the information?

The Church has added a tab on California membership records to mark whether the member has been approved to work with minors, which is visible only to leaders and clerks:

The custodian will mark the member as cleared/certified or not. *Note that members who have moved in from other areas that require some type of certification may have those reflected on their records as well. California’s certification will appear as CADOJ; unlike some others, the California certifications do not have an expiration date and will not have a report attached to the record.*

# Member Information



Kirstin [Redacted]

Head of Household

[Redacted]

Actions ▾

Individual Household Family Ordinances Callings/Classes **Certification**

**i** This page allows you to manage, upload and view certification documents required by some local governments. Please refer to local government rules to know what documents (if any) are required for those that work with youth.

## Certification

Certification	Expiration Date	Status
CADOJ Certification Number: B148COK259		Active

Leaders can run reports to check on the certification status of their members (yellow highlighting reflects new functionality):

**Reports** ▾ Ministering ▾ Finance Applications ▾ Other ▾ Help ▾

Reports	Forms
Action and Interview List	Attendance Rolls
Adult Member Self-Reliance	Officers Sustained
Birthday List	Ordinance Record Forms
Class and Quorum Attendance	PEF Endorsement Form
<b>Covenant Path Progress</b>	Recommend to Perform an Ordinance
Create a Report	<b>Child and Youth Protection</b>
Family History Activity Report	Protecting Children and Youth Training
Individuals Requesting Employment Help	<b>Government Certifications</b>
Key Indicators	<b>Certificates</b>
Member List	Print Certificates

Members Moved In  
Members Moved Out  
Membership Audit  
Messages  
PEF Participants  
Patriarchal Blessing Status  
Quarterly Report  
Record-Keeping Status  
Sacrament Meeting Attendance  
Unit Statistics  
Welfare Assistance Provided

While the default view is a list of all members, leaders can search by member name or filter their search by organization (e.g., Primary).

Name ↑	Position	Certification
Kirstin	Primary Teacher	CADOJ - Active Certification Number: B148COK259

### **5. Will local units be notified when the background check is complete?**

No. Because of the number of background checks and the logistics of the reporting system, the Church will not be able to send notices of new clearances. Stake presidents, bishops or their clerks will have to check Leader and Clerk Resources (LCR) for updates.

### **6. What crimes are captured by the background check?**

- 1) Any felony conviction.
- 2) Sexual battery.
- 3) Sex offense against a minor.
- 4) Any crime requiring registration as a sex offender.
- 5) Willful harm or injury to a child within the previous 10 years.
- 6) Corporal punishment or injury of a child within the previous 10 years.
- 7) Crimes against elderly or dependent adults within the previous 10 years.
- 8) Robbery and burglary within the previous 10 years.

### **7. What crimes will keep a member from serving with minors?**

Any sexual offense against a child or adult and any violent offense against a child. Other convictions will be considered on a case-by-case basis.

### **8. What if a member refuses to undergo a background check?**

There are various reasons members might be reluctant to have a background check. You should counsel with them in love. Church members in California typically will not be allowed to work with minors unless their membership record indicates they have been cleared. If a member admits the background check will reveal a crime that makes him or her ineligible to work with minors, the bishop and stake president should rescind the calling, or release the member if he or she is currently in a calling with minors, and submit a request in accordance with Section 32.14.5 of the General Handbook for that member's record to be annotated. If a member's record is already annotated, he or she should not be called to a position working with minors and therefore would not need a background check. The stake or district president should raise other questions with the Area Presidency.

### **9. Is there a cost for the background check?**

The State does not charge for the background check; however, Live Scan locations typically charge \$15-45 for fingerprinting. Wards and stakes should reimburse members for the fee. Members submit the receipt for the fingerprint process to a member of the bishopric or branch presidency. If necessary, funds can be advanced to members to cover the cost of the service. If funds are advanced, the member should provide proof of payment to the ward or branch clerk assigned to finances as soon as possible. To reimburse the member, the clerk enters the expense in LCR and selects the category “**Reimbursed Expenses: Child Protection Clearances.**” The cost is covered by Church headquarters and does not affect the ward or branch budget. Leaders can call the Global Service Center (1-855-537-4357) if they have questions about payments or reimbursements.

### **10. Do I need a new background check if I change wards or switch callings?**

No. It bears noting, however, that background checks done in connection with non-Church employment cannot be accessed by the Church; consequently, members will need to be screened again using the form provided.

### **11. Does the background check expire?**

Not currently. The law could change in the future, or the Church may determine that new background checks are appropriate after substantial time has passed.

### **12. Is the background check private?**

Yes. No one will see criminal history information except the designated Custodians of Records at Church headquarters who reviews it.

### **13. Will the member be notified if he or she is not eligible to work with youth or children?**

Yes. The stake president or bishop will notify a member who is marked ineligible to work with minors, who can then counsel with the stake president or bishop as needed.

### **14. How soon must members already in callings with minors get a background check?**

Those currently in callings with minors should comply as soon as reasonably possible. Please convey a sense of urgency, while being sensitive to practicalities and individual circumstances.

### **15. Can newly called members be sustained and set apart before getting clearance?**

First, please be sure that membership records are reviewed, or prior priesthood leaders are consulted, consistent with Section 30.1.1 of the General Handbook. With limited exceptions, members should get a background check and be cleared *before* being sustained and set apart to work with minors. That said, the Church anticipates receiving thousands of background checks in this initial wave. There may be a significant delay in recording clearances on members' records. During these initial stages, local leaders may use their judgment to sustain and set apart a member before the clearance is recorded. Leaders should be clear with the individual, however, that the background check is required and that they will be released if it reveals a crime that precludes them from working with children. Therefore, please impress

upon them the need to be honest when accepting the calling to avoid being immediately released if the background check requires it.

Additionally, it will not be possible to obtain a background check before a new stake presidency is sustained and set apart, though in many cases the members of a new stake presidency will have already been screened for other callings.

**16. Does the background check replace other abuse prevention measures?**

No. Leaders and members should comply with existing Church policies, including regular child abuse prevention training required by section 38.6.2 of the Handbook. (See [ProtectingChildren.ChurchofJesusChrist.org](http://ProtectingChildren.ChurchofJesusChrist.org).) Bishops should call the Helpline when they suspect abuse of any kind. Members should always report abuse to law enforcement and to the bishop. Experience shows that most perpetrators do not have any criminal history. “All members, especially parents and leaders, are encouraged to be alert and diligent and do all they can to protect children and others against abuse.” General Handbook § 38.6.2.