

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. The background check searches are only for certain serious offenses, not for traffic or other minor issues. Per Church policy, background checks must be renewed at least every five years.

Step 1. Complete the attached Request for Live Scan Service

The form to request Live Scan Service is called the **Request for Live Scan Services** (BCIA 8016VECHS) (“Request Form”).

The Church has pre-filled the top portion of the form with the necessary information. The Church has also prechecked the Level of Service box indicating that the background check will include checks by both the California Department of Justice and the FBI, as required by California law. You must complete the **Applicant Information** portion of the Request Form. 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 needs to 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 service 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 a modest fee for the fingerprinting service. Live Scan submits the form to California, which 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 California’s 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 if any resubmission is required.***

Step 3. Request reimbursement.

California does not charge separately for the background check, but Live Scan locations will charge you a modest fee for fingerprinting. Save your receipt and then submit it 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 California as a Custodian of Records will review 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. If your bishop or stake president notifies you that you are not eligible to work with minors, you may request a copy of your background check from the Church.

Step 5. Renewal.

Per Church policy, background checks are good for five years. You will receive a notification before your background check expires. If you are working with children or youth at that time, you should promptly complete the process above. You may wish to keep your background check current so that when you are called to work with children or youth, you can begin your service without delay.

Step 6. CalVECHS Waiver.

In addition to the Request Form, California law also requires volunteers to complete the **CalVECHS Waiver Agreement for Release of Criminal Offender Record Information** (BCIA 9018) (“CalVECHS Waiver”) form. This form gives permission to use an applicant’s background check information for the purpose of evaluating eligibility as a volunteer. Certain fields have already been pre-filled, but you must complete the rest of the form and give it to your unit clerk. The CalVECHS Waiver should be filled out whenever you complete the Request Form.

Step 7. Give the CalVECHS Waiver to your unit clerk to store on LCR.

The Church has added a tab on California membership records to mark whether the member has been approved to work with minors. Upon receiving the CalVECHS Waiver, the unit clerk should upload it to each member’s personal tab in LCR and store it there until the member fills out another CalVECHS Waiver in connection with the five-year renewal cycle.

Step 8. Complete the Church’s youth protection training.

Members and leaders must take the Church’s youth protection training available at: <https://www.churchofjesuschrist.org/callings/safety/protecting-children-and-youth>.



REQUEST FOR LIVE SCAN SERVICE

(California Volunteer and Employee Criminal History Service)

Applicant Submission

AR828

ORI (Code assigned by the Department of Justice (DOJ))

Volunteer / 11105.3 PC (97077)

Authorized Applicant Type

~~Non-Profit~~ Volunteer

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

The Church of Jesus Christ of Latter-day Saints
Agency Authorized to Receive Criminal Record Information

26471

Mail Code (five-digit code assigned by DOJ)

50 E. North Temple
Street Address or P.O. Box

Jeffrey Anderson

Contact Name (mandatory for all school submissions)

Salt Lake City
City

UT
State

84150
ZIP Code

(801) 240-9751

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last Name

First Name

Suffix

Sex ☐ Male ☐ Female

Date of Birth

Driver's License Number

Height Weight Eye Color Hair Color

Billing
Number

(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc.
Number

(Other Identification Number)

Address for
Receiving
Copy of
Criminal
History
Street Address or P.O. Box

City

State

ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number:

OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box

Telephone Number (optional)

City

State

ZIP Code

Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in DOJ collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112 and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes; or
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12, subdivision (b)

⁴ See U.S.C. 552a, subdivision (b); 28 U.S.C. 534, subdivision (b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV, subdivision (c)



CaIVECHS WAIVER AGREEMENT FOR RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION

Pursuant to the Penal Code section 11105.3 and the National Child Protection Act, as amended by the Volunteers for Children Act, this form must be completed and signed by every current or prospective applicant, employee, or volunteer, for whom criminal offender record information (CORI) is requested by a qualified entity under these laws.

I hereby authorize The Church of Jesus Christ of Latter-day Saints

Name of Qualified Entity

to submit a set of my fingerprints to the California Department of Justice for the purpose of accessing and reviewing state and federal CORI that may pertain to me. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any state and federal CORI that may pertain to me to the qualified entity.

I understand that, until the CORI background check is completed, the qualified entity may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that if the information is the basis for an adverse decision, the qualified entity will expeditiously provide me a copy of the CORI background check report, and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

☐ Yes, I have (OR) ☐ No, I have not been convicted of or pled guilty to a crime.

If yes, please describe the crime(s) and the particulars:

I am a current or prospective: ☐ Employee ☒ Volunteer

Signature _____ Date _____

Printed Name _____

Address for receiving copy of criminal history _____

To Be Completed By Qualified Entity:

Agency Name The Church of Jesus Christ of Latter-day Saints

Address 50 E. North Temple, Salt Lake City, UT 84150

Telephone (801) 240-9751

Note: This document must be retained by the qualified entity for audit purposes.



CaIVECHS WAIVER AGREEMENT FOR RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Penal Code section 11105.3. The CJIS Division uses this information to ensure agency compliance with United States Code, title 34, section 40102, subdivision (b). In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide the requested personal information will prohibit the applicant from fingerprinting for the California Volunteer Employee Criminal History Service.

Access to Your Information. You may review the records maintained by the CJIS Division in DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. To ensure agency compliance with United States Code, title 34, section 40102, subdivision (b), this information may be shared with DOJ and the Federal Bureau of Investigation in the course of a compliance audit, pursuant to title 11, California Code of Regulations, section 702 and title 28, Code of Federal Regulations, section 20.21, subdivision (f), we may need to share the information you give us with other law enforcement or regulatory agencies.

The information you provide may be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes; or
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Training and Administrative Support Section by phone at (916) 210-4111, by email at TASS@doj.ca.gov, or via mail at:

California Department of Justice
Authorization & Certification Program
P.O. Box 160207
Sacramento, CA 95816-0207