

## Frequently Asked Questions about the Background Check Requirement

### 1. What items are included in the background check and what are the costs for?

Child Protection – BroadScreen Criminal Search and Social Security Check

Child Protection Plus – BroadScreen Criminal Search, Social Security Check, and Motor Vehicle Report



## Current Pricing: Greater New Jersey Conference

Product	Description	Why we recommend this service ...
<b>BroadScreen Criminal Search</b>	<p><u>Multi-State Criminal Search</u> - Includes available counties in all 50 states plus Washington D.C. Non-covered states currently include Colorado, Delaware, Massachusetts, South Dakota, West Virginia &amp; Wyoming. Please note that criminal records are available in these states through manual state or county searches. Colorado search is available as an instant product at an additional charge. <u>National Sexual Offender Registry Search</u> - Includes all offenders currently registered with the National Sex Offender Registry, for all 50 states. Instant Search!</p>	<p>The BroadScreen searches over one billion records compiled from over 370 datasets and is recommended as a starting point for access to records across the county. It includes national information from the FBI Most Wanted list, the US Marshall's Office, the US Secret Service, and America's Most Wanted. It also includes the Office of Foreign Asset Controls (OFAC), the Drug Enforcement Administration (DEA), the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), and the National Sex Offender Registry. The search provides an overarching view of the applicant by identifying criminal activity in areas where the applicant may not reside.</p>
<b>Social Security Check</b>	<p>Using the name, date of birth and SSN of your applicant, we provide up to 3 current and previous employers and addresses and verify that the SSN provided is a valid and authorized number by querying the applicant's credit file. Instant Search!</p>	<p>The Social Security Check is an important primary step in running a responsible background check, as it verifies your applicant's identity by querying their credit file. The Social Security Check verifies the applicant's name and provides any aliases the applicant may have used in the past, provides the three most recently known addresses at which the applicant residence, and in many cases will return their previous employer information as well. Additionally, verifying the applicant's name, Date of Birth, and Social Security Number can be a pivotal step in identifying potential criminal records.</p>

<b>Motor Vehicle Report</b>	MVR reports are instant in most states, but can take up to two days. A faxed copy of the applicant's consent may be necessary. Additional state access fees may apply. MVR state access fee guide is subject to change and is available upon request. Turnaround times vary from state to state.	Motor Vehicle Reports are suggested for any applicant with driving privileges on behalf of the Archdiocese, whether it be in a personal or company vehicle, on Archdiocese property, or for any ministerial related purpose. The Motor Vehicle Report provides driving history that is currently on file with the Department of Motor Vehicles, which is often a major consideration in insuring company vehicles and drivers.
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**Pricing for Volunteers**

Package	Components	Price
<b>Child Protection Package</b>	Broadscreen Criminal Search	\$11.00 + \$2.99 Transaction Fee
	Social Security Check	
<b>Child Protection Package PLUS</b>	Broadscreen Criminal Search	\$18.00 + Any Applicable State Access Fee + \$2.99 Transaction Fee
	Social Security Check	
	Motor Vehicle Report	

**2. Who is authorized to review background information obtained from Track-1?**

The local church pastor has the authority to designate him or herself, or someone in the local church to review content of the background checks. This person is charged with confidentiality and must take any concerns to the pastor. All clergy background checks are kept under the care of the Board of Ordained Ministry at the GNJ Conference Office. All background checks are to be kept in a locked file under the care of the designee.

**3. What will happen after the background check is reviewed?**

If the report has no discrepancies, a copy should be placed in a secure file and the applicant can begin work with children, youth and/or vulnerable adults in the church setting.  
 If the report has discrepancies, the report should be reviewed with the individual and the pastor. The District Superintendent may need to be included in the conversation. The pastor and the individual will work out what needs to happen to resolve the discrepancy or the individual must refrain from ministry with children, youth, and/or vulnerable adults.

**4. How often do background checks need to be done?**

It is recommended that background checks be done every 3 years. Exact time is left to the discretion of the local church Safe Sanctuaries leadership.

5. **Do outside groups using our church have to perform background checks on their people?** Yes, if they work directly with children, youth, and/or vulnerable adults. If they do not work with this age group, they should be informed of your church's Safe Sanctuaries policy. If they meet on the same day or night that children, youth and/or vulnerable adults are in your church building, they should make every attempt to monitor their people and keep them separate from the children, youth and/or vulnerable adults in church programs. The leaders of these groups should be the last to leave making sure all of their people are gone from the church building and grounds.