

Instructions for Completing Background Checks

1. *Please enter the following information on the spreadsheet labeled: 2008 Background Check For All Employees and Volunteers.*
 - **Last Name**
 - **First Name**
 - **Initial, Middle initial**
 - **Parish/School/Entity, Name of Parish, School or Entity**
 - **Employee Title** (i.e. Parish Secretary, Business Manager, Teacher)
 - **Volunteer Title** (i.e. CYO advisor, Parent volunteer, Boy Scout Leader...)
 - **Catechist** (i.e. Aide, Confirmation Catechist ...)
 - **Date of US Dept of Justice Ck, enter date of background check**

2. *You may access the National Department of Justice site: www.nsopr.gov/*
 - Agree to the “CONDITIONS OF USE” (searches will not be permitted if not accepted)
 - Enter the code listed
 - Enter the search elements in the appropriate boxes (Last name, first name)
 - Select National Search
 - Click on “SEARCH” button and wait for results

3. *If the search results in “0” hits, record the result as “Neg”, under **Result(Neg/HR)***
4. *If the search results in anything other than “0” hits, contact Therese Seiler at 316-269-3945. You may record “HR” under **Result (Neg/HR)**.*
5. **Verified By:** *The individual who checked the background may list their name in this section.*

Please remember that background information is confidential, should not be shared with others and should be kept in a locked file. The individual conducting a background check is normally the pastor or someone the pastor feels will maintain complete confidentiality.

If you have any questions or need assistance please contact Therese Seiler at: 316-269-3945 or seilert@cdowk.org

Please complete background checks by June 1, 2008 and return your form to Heather Welch at www.welchh@cdowk.org