

**INSTRUCTIONS
REGARDING BACKGROUND CHECKS &
SAFE ENVIRONMENT PROGRAMS**

(rev. 10/10)

To qualify for a “Name” search (ICHAT only, no fingerprint), ALL of the following must be true...

- The individual VOLUNTEERS less than 8 hours per month with children/youth
- AND
- The individual is 18 years of age or older
- AND
- The individual does NOT receive any payment
- AND
- The individual has lived in Michigan for seven or more years
- AND
- The parish has NOT specifically adopted a practice of fingerprinting everyone

... then the individual needs only complete the form titled “Diocese of Gaylord Employee and Volunteer Criminal Background Check Authorization and Release Form.” Be sure to print CLEARLY and complete both sides. The completed form should be returned to Judy Abeel at the Diocese. We will run a background check utilizing the Michigan State Police ICHAT system.

A FINGERPRINT background check is required if the individual is 18 years of age and ANY of the following are true...

The individual is EMPLOYED by a parish or Catholic school – REGARDLESS OF POSITION
(This person does NOT have to work with minors, but simply needs to be employed.)

OR

The individual volunteers 8 or more hours per month with children/youth programming.

... then the individual needs to:

1. Complete the form titled “Diocese of Gaylord Employee and Volunteer Criminal Background Check Authorization and Release Form.” Be sure it is filled out LEGIBLY and complete both sides. This form is to be returned to the parish or school who will then forward it to the Diocese of Gaylord.
2. Complete the COGENT SYSTEMS FINGERPRINT Request Form
The individual to be fingerprinted must register with Cogent Systems by the employer. At that time, they will receive a Verification Code to be filled in at the top of the form. The Diocese of Gaylord Agency ID number is 8558T. *(Place an “x” in the appropriate space provided. Mark “SE” if the person is a school employee; mark “CPE” if the individual is an employee of the parish; mark “CPV” if the individual is a volunteer under the conditions mentioned above. A photocopy of this form should accompany the “Diocese of Gaylord Employee and Volunteer Criminal Background Check Authorization and Release Form” when it is sent to the diocese from the parish or school.)* If the employer is paying by check, please make the check payable to “Cogent Systems” and give it to the individual.
3. An appointment is not necessary. The individual will then take the form and the check to a Print Site Location. There are trained people at each site to assist. Be sure to bring the following:
 - The form with the Verification Code.
 - A valid PICTURE identification
 - A check from the parish or school. The sites **cannot accept** personnel checks.

...OVER

This is an inkless process. Fingerprints are sent electronically to the Michigan State Police for processing. Results will be sent directly to the Diocese. *The site personnel do not have access to results of background checks.*

If someone already has completed a fingerprint check and results are on file with a current employer or volunteer agency...

.. then the individual can:

1. Complete the form titled "Diocese of Gaylord Employee and Volunteer Criminal Background Check Authorization and Release Form." Be sure it is filled out legibly and complete both sides. This form is to be returned to the parish or school who will then forward it to the Diocese of Gaylord.
2. Complete an "Authorization for Release of Records and Reports" form. A photocopy of this form should accompany the "Diocese of Gaylord Employee and Volunteer Criminal Background Check Authorization and Release Form" when it is sent to the diocese. The original should be sent to the entity who has the results on file so that they have permission to send a copy of their results to the diocese. If the agency refuses to send a copy, the individual will have to have fingerprints redone following the process outlined earlier.

For MINORS assisting with children or youth programs, a "Minor's Statement of Background" form must be completed.

ALL adult employees or volunteers working with children or youth programs MUST complete safe environment training. Parents or community members should be encouraged to attend these sessions as well for their own knowledge and awareness. The program must include review of national and diocesan policies, review of Protocols for Ministry to Minors, education regarding child abuse and neglect in our society and instruction as to Michigan laws, and information about prevention. All parishes and schools have a program which may be used locally. At times sessions are also offered through the diocese. In addition, an online training program has been developed which is available anytime. To access the online program, users should go to www.shieldthevulnerable.org. Be sure to select the Diocese of Gaylord program when you sign in.

ALL students in Catholic Schools, parish Religious Education and Youth Ministry Programs are to receive age appropriate instruction regarding personal safety issues. All parishes and schools must utilize the "Circle of Grace" program for safe environment training for grades K-12 in the Diocese of Gaylord. This curriculum is to be integrated into all school, parish religious education and youth ministry programming this year and continuing into the future. All parishes and schools have been supplied with training materials and trainers to conduct the programs.

Questions about any of this information should be directed to Judy Abeel at the diocese at 989.732.5147 or via e-mail at jabeel@dioceseofgaylord.org