

FOR THE PERSON IN CHARGE OF BACKGROUND CHECKS

The East Ohio Conference would be glad to run basic, affordable safe sanctuary background checks for volunteers and staff in your church. This check is not adequate for persons seeking ordination, commissioning or licensing in the district or conference ordained ministry process. To request a background check on behalf of your congregation (or district), please send two (2) emails as described below.

Email to Gary Jones - gary@eocumc.com

Subject Line should read: *"Background Check Order for <name of person applying>"*

In the body of email include the following with clarifications as suggested:

"Please issue a background check on behalf of <church name> for <name of person applying> who is applying for a position as <xxxx>. This is a volunteer/potential employee. (Indicate which). An invoice for the cost of the background checks should be emailed to church name, treasurer, email. [give info]"

The following searches are requested: [indicate which one(s)]

- **\$ 12 Basic** (use for staff or volunteer positions. Also used for VIM/ERT mission teams)
National Criminal Database Search
National Sex Offender Registry
Search SSN Verification & Address History
- **\$ 12 Search AKA** Also Known As. (Use for background with Maiden Name – one for each marriage)
This is strongly recommended for persons married less than 5 years.
- **\$ 12 County Criminal Search** (Fee for each county searched. Most counties charge additional fees. These fees will be billed separately to your local church)
This is strongly suggested for persons living in the current county less than 5 years or persons with several moves in last 10 years. This is also strongly suggested for persons employed by the church.
- **\$ 12 MVR Driving History** (for volunteers and staff who will be driving teams or transporting children)
This will indicate DUI, vehicular homicide, insurance or frequent tickets