

Memorandum

DATE: November 21, 2006
TO: Background Check Coordinators
FROM: Chad Ryan, Staff Accountant
RE: Background Check Tips

The point of this memo is to give some tips to address common errors that have been made while processing background checks.

- **Use the correct forms.** There are three versions of the Acknowledgement and Consent Form; one for employees, one for volunteers, and one for independent contractors. Make sure your people fill out the correct version of the form. The main reason this is important is because extra procedures need to be done for employees, so we need to be able to accurately identify who is an employee.
- **Make sure that everyone signs and dates the Acknowledgement and Consent Form.** If the form is not signed and dated, we do not have sufficient authority to perform a background check.
- **Make sure that everyone completes the five-question questionnaire** at the top of the Acknowledgement and Consent Form. This questionnaire is part of the background check process. The person will not be cleared until the questionnaire has been completed.
- **Check with the diocese before ordering a background check.** Your parish may not have done a background check on a certain person, but another parish may have. We have had a number of instances where parishes ordered background checks on people who had already been cleared through another parish. Susan Howlett at the Chancery is the person to contact to see if someone needs a background check.
- **When entering background checks on the website, make sure to enter the person's middle name and all previous names, including maiden names.** This will prevent us from receiving "false positives" on the reports. If you do a background check on "Chad Allen Ryan" and enter the name as "Chad Ryan", if there is someone else named "Chad James Ryan" with the same birthdate then his offenses could show up on the report. It may sound farfetched, but it's happened before.
- **When entering background checks on the website, make sure to double-check the information before submitting the report.** There have been a number of instances where a name was spelled incorrectly or

a Social Security number was entered incorrectly. If this happens, the report will need to be reordered, and the parish will be charged for both reports.

- **After you have entered the background check on the website, send a copy of the Acknowledgement and Consent Form to the diocese.** If you don't send the forms to us, we will need to request them from you, which will slow down the process.
- **When a person takes the test for the safe environment training, make sure that the name on the test matches the name on the Acknowledgement and Consent form.** Sometimes on the test people will enter nicknames or even different last names. These two documents go to different people at the Chancery for processing, and if the names are not the same then it's hard to match the results up once the forms have been processed.