

***Policy and Procedures Regarding  
Fingerprinting and Other Background  
Checks for Employees, Clergy and  
Volunteers Who Work with Children or  
Youth (09/01)***



# THE ARCHDIOCESE OF SAN FRANCISCO

OFFICE OF THE ARCHBISHOP

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602 (415) 614-5500

## MEMORANDUM

**To:** All Pastors

**From:** Most Reverend Archbishop William J. Levada + *wjl*

**Date:** August 9, 2002

**RE:** **POLICY AND PROCEDURES REGARDING FINGERPRINTING AND OTHER BACKGROUND CHECKS FOR EMPLOYEES, CLERGY AND VOLUNTEERS WHO WORK WITH CHILDREN OR YOUTH**

It is of the utmost importance that we, as Church, do everything possible to protect the children and youth entrusted to our care. Attached is the Archdiocesan Policy and Procedures Regarding Fingerprinting and other Background Checks for Employees, Clergy and Volunteers Who Work With Children Or Youth.

Please read this document carefully and implement this policy by September 15, 2002 with your staff and volunteers who work with children. Because of its relevance to the recently introduced Policies & Procedures Regarding Child Abuse and Harassment, the Fingerprinting and Background Checks Policy should be viewed as an important companion document.

As you will note in the policy document, LiveScan fingerprinting reports of parish staff and volunteers will be centrally channeled through the Office of Human Resources. The procedures for fingerprinting school personnel having direct contact with children remains the same as in the past.

Clergy of the Archdiocese, who have already been fingerprinted for work in this diocese do not need to be re-fingerprinted. Those clergy fingerprinted in another diocese must again be fingerprinted to minister in the Archdiocese of San Francisco. Reports for clergy will go directly to Bishop Wester's office.

The cost of fingerprinting the parish staff and specified volunteers is to be paid by the parish.

We realize that the implementation of this policy may cause some inconvenience but I know you share in my concern for the safety of God's children.

## Instructions for Handling the Enclosed Materials CLERGY

Enclosed with this memo are the Fingerprinting Policy of the Archdiocese of San Francisco, the Instruction Form and the Applicant Submission Form (multiple copies). All Clergy who have not already been fingerprinted for the Archdiocese of San Francisco, must be fingerprinted.

This envelope contains forms for:

- Priests of the Parish
- Deacons of the Parish

Please note these Livescan forms are **not** interchangeable with School or Parish Livescan forms.

### **Instruction Form for Livescan Fingerprinting**

All fingerprinting applicants should be provided with a copy of the enclosed Instruction Form. Please make as many copies of this form as you need.

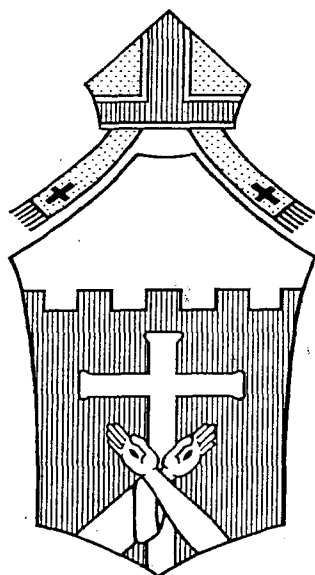
If you need additional LIVESCAN forms please contact the Office of Human Resources. (415) 614-5539.

When a priest or deacon is sent to be fingerprinted they should have received from you:

1. A copy of the Instruction Form for Livescan Fingerprinting
2. A request for Livescan Service Applicant Submission Form
3. Cash or a check in the appropriate amount. (see instructions)

Results of LIVESCAN fingerprinting for the clergy will be sent, via e-mail, to the Office of the Vicar of Clergy at the Pastoral Center.

**The Archdiocese of San Francisco**  
**One Peter Yorke Way, San Francisco, CA 94109-6602**



**POLICY AND PROCEDURES REGARDING  
FINGERPRINTING AND OTHER BACKGROUND  
CHECKS FOR EMPLOYEES, CLERGY AND  
VOLUNTEERS WHO WORK WITH CHILDREN OR  
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# **THE ARCHDIOCESE OF SAN FRANCISCO**

## **POLICY AND PROCEDURES REGARDING FINGERPRINTING AND OTHER BACKGROUND CHECKS FOR EMPLOYEES, CLERGY AND VOLUNTEERS WHO WORK WITH CHILDREN OR YOUTH**

### **I. INTRODUCTION**

Over the years the Chancery office has kept pastors, principals, and agency heads up-to-date on the various laws which relate to both mandated and non-mandated-but-authorized fingerprinting of employees, clergy, and volunteers. However, in order to provide a single reference concerning the overall subject of fingerprinting, as well as other types of employee/volunteer background checks pertaining to those who work with children or youth, this comprehensive document has been prepared. This policy and related procedures shall apply to those parishes, schools, and agencies owned and operated by the Archdiocese. While a copy of this document may be provided to private institutions as a courtesy, it will be necessary for them to adopt and implement their own policy and procedures.

Please retain this document for future reference and disseminate copies of the same to those within your parish, agency, and/or school whom you deem appropriate.

### **I. PRIVATE SCHOOLS - STATE-MANDATED FINGERPRINTING OF EMPLOYEES**

Section 33191 of the California Education Code requires corporations offering or conducting private school instruction on the elementary or high school level to file with the Superintendent of Public Instruction a statement, under penalty of perjury, setting forth, among other things, that criminal record summary information has been obtained pursuant to Section 44237 of the Education Code. Section 44237 requires private schools on the elementary or high school level to require each applicant for employment in a position requiring contact with minor pupils who does not possess a valid California teaching credential, or is not currently licensed by another state agency that requires a criminal record summary, to submit two sets of fingerprints to the Department of Justice for the purpose of obtaining a criminal record summary from the Department of Justice and the Federal Bureau of Investigation.

The purpose of Section 44237 is to protect minor pupils. In its original form, the law was known as the "Bates Act", and now, since its amendment in September of 1997, is commonly known as the "Michelle Montoya School Safety Act".

The Montoya Act modifies the former Bates Act provisions in a number of significant ways:

1. The school SHALL NOT employ a person UNTIL the Department of Justice completes its criminal records search and makes its report to the employer. (Formerly, an employer could hire an employee subject to terminating him/her, at the school's discretion, if the report from the Department of Justice contained information which would warrant termination.)
2. The school SHALL NOT employ any person who has been convicted of a "violent OR serious felony". (While it would not have been prudent to hire someone with a violent or serious felony background anyway, nevertheless the new law takes away any employer discretion in such cases.) For purposes of this law, a violent felony is any felony listed in subdivision (c) of Section 667.5 of the Penal Code, and a serious felony is any felony listed in subdivision (c) of Section 1192.7 of the Penal Code. These felonies include such things as actual or attempted murder, manslaughter, rape, sexual abuse of a child, lewd acts with minors, residential burglary, kidnapping, robbery, selling/giving hard drugs to minors, armed theft, arson, etc.
3. The Department of Justice shall ascertain whether the applicant has been arrested or convicted of ANY CRIME, insofar as that can be ascertained from information available to the Department, and forward the information to the employer designated by the applicant submitting the fingerprints. (Formerly, the Department of Justice reports only included information as to whether or not an employee had a conviction record or an arrest pending final adjudication for any sex offense, controlled substance offense, or crime of violence.) The Department of Justice will not forward records of criminal proceedings that did not result in a conviction, but it will forward information on arrests that are still pending adjudication.
4. This law applies to EACH APPLICANT (including lay persons, religious, and priests) for PAID employment IN A SCHOOL POSITION REQUIRING CONTACT WITH MINOR PUPILS who does not possess a California Teaching Credential or is not currently licensed by another state agency that requires a criminal record summary. (Formerly, the law only applied to regular full-time and part-time employees, but now ALL proposed new hires, INCLUDING SHORT-TERM SUBS AND TEMPS who have contact with minor pupils, must be fingerprinted and have a criminal record check.)

The information from the Department of Justice to the employer is to be provided through the Department's electronic fingerprinting system (i.e., Livescan) within three working days. LIVESCAN REPORTS COVERING SCHOOL PERSONNEL ARE CENTRALLY CHANNLED THROUGH THE ARCHDIOCESAN DEPARTMENT OF CATHOLIC SCHOOLS. If the Department of Justice cannot ascertain the information required within the above-described time frame, the Department must notify the employer that it cannot do so within that time frame. A notification shall be made by telephone and shall be confirmed in writing and delivered to the employer. IN NO EVENT, HOWEVER, MAY THE SCHOOL EMPLOY A PERSON UNTIL THE DEPARTMENT OF JUSTICE COMPLETES ITS WORK.

5. As for INDEPENDENT CONTRACTORS, the Montoya Act does not specifically address the subject of independent contractors who work in PRIVATE schools. However, this may simply have been an oversight since a related section of the Education Code, which was revised at the same time as the one pertaining to private schools, provides that if an entity has a contract with a public school whereby its employees may have other than limited contact with pupils, and the entity is engaged to provide janitorial, administrative, landscaping, transportation, or food-related services or similar services, then the entity's employees must be fingerprinted.

Because of this fact, and since, under the former Bates law, officials from the Department of Justice have indicated that it would consider employees of independent contractors who work in the school and have other than limited contact with minors to be included in the provisions of the Act, it is recommended that any contractual arrangement with an independent contractor be negotiated so as to provide that workers made available to the school must first be fingerprinted and subject to appropriate clearance. Contractual arrangements with the independent contractor should specifically state that the contractor will make available to the school only employees who have followed the procedures outlined in Section 44237 of the California Education Code which pertains to the submission of fingerprints to the Department of Justice for the purpose of obtaining a criminal record summary from the Department of Justice and the Federal Bureau of Investigation. And, on the fingerprint application card, the contractor should be required to list the Archdiocese of San Francisco as the "employer" to whom the criminal record shall be furnished.

## II. FINGERPRINTING OF CLERGY

Effective January 1, 1999, Section 44237 was further amended such that any person who "owns or operates" a private school cannot have been convicted of a violent or serious felony or be prohibited from employment by a public school district pursuant to any provision of the Education Code.

After a considered legal analysis of the revised law by the lawyer for the California Catholic Conference, which was reviewed and approved by the California Diocesan Attorneys, THE CALIFORNIA BISHOPS CONFERENCE ENDORSED THE PRINCIPLE THAT ALL PASTORS AND PAROCHIAL VICARS ASSIGNED TO PARISHES WITH SCHOOLS MUST BE FINGERPRINTED. While technically speaking, both pastors and parochial vicars are "employed" by the Corporation Sole, the pastor is the *de facto* operator of the school under canon law, and the parochial vicars have sufficient contacts with school children such that, for purposes of this law, they can be considered to be engaged in providing services to the school.

IN ADDITION, BECAUSE CLERGY ALSO TEND TO HAVE REGULAR CONTACT WITH CHILDREN OUTSIDE THE SCHOOL CONTEXT, ARCHBISHOP LEVADA HAS DETERMINED, AS A MATTER OF ARCHDIOCESAN POLICY, THAT ALL CLERGY (INCLUDING DEACONS) IN RESIDENCE AND/OR ASSIGNED TO WORK AT ANY NON-

SCHOOL FACILITY OF THE ARCHDIOCESE MUST ALSO BE FINGERPRINTED. (THE PROCEDURES APPLICABLE TO THE GRANTING OF ARCHDIOCESAN FACULTIES TO VISITING PRIESTS WILL INCLUDE COMPLIANCE WITH THIS FINGERPRINTING POLICY.)

Though being fingerprinted is an inconvenience, the Bishops have concluded that it is justified by the policy interests involved. The Archdiocese fully supports the relatively unobtrusive fingerprint requirement in the interest of our children. Fortunately, the fingerprinting process has been simplified in recent years with the development of the Livescan system. OBTAINING THE FINGERPRINTS IS DONE AT THREE COUNTY LOCATIONS, AND THE DEPARTMENT OF JUSTICE AND FBI REPORTS ARE CHanneled VIA COMPUTER DIRECTLY TO THE ARCHDIOCESAN VICAR FOR CLERGY.

For further details, clergy can contact the Archdiocesan Vicar for Clergy's Office. Once fingerprints have been obtained, re-fingerprinting is not necessary in the event of a new Archdiocesan assignment.

### **III. STATE-AUTHORIZED FINGERPRINTING OF SCHOOL VOLUNTEERS, AND BOTH VOLUNTEERS AND EMPLOYEES OF PARISHES AND AGENCIES**

Section 11105.3 of the California Penal Code provides that notwithstanding any other law, a non-profit corporation employer MAY request from the Department of Justice records of all convictions or any arrest pending adjudication involving specified offenses of a person who applies for an EMPLOYMENT OR VOLUNTEER position in which he or she would have SUPERVISORY OR DISCIPLINARY POWER over any person under his/her care.

It is the POLICY OF THE ARCHDIOCESE OF SAN FRANCISCO that the following categories of parish, school and agency VOLUNTEERS, as well as PAID parish and agency employees (paid school employees are already covered by the mandatory provisions of the Montoya Act) SHALL be fingerprinted in view of the fact that they have substantial supervisory/disciplinary power over, and/or contact with, minors – sometimes on a singular adult basis:

- Directors/Coordinators of Religious Education and paid Catechists
- Directors/Coordinators of Youth Ministry (Programs)
- Directors of Children's Choir
- Regularly assigned School Yard Duty Workers and Teachers Aides
- Directors of Youth Athletics/Head Coaches

LIVESCAN REPORTS PERTAINING TO NON-SCHOOL PARISH EMPLOYEES AND VOLUNTEERS ARE CENTRALLY CHanneled THROUGH THE ARCHDIOCESAN HUMAN RESOURCES OFFICE.



#### IV. CITY OF SAN MATEO FINGERPRINTING/TRAINING ORDINANCE

On November 4, 1996, the Mayor of San Mateo signed a City Council Ordinance adding Chapter 10.65 to the Municipal Code, which deals with FINGERPRINTING AND/OR TRAINING of certain EMPLOYEES and/or ADULT VOLUNTEERS of non-profit organizations. Both public and PRIVATE SCHOOLS are expressly EXEMPT from the entire ordinance. RELIGIOUS CORPORATIONS (e.g., the parishes) also are EXEMPT EXCEPT with respect to programs that are PREDOMINANTLY SPORTS OR RECREATION PROGRAMS.

If a parish's sports programs are under the auspices of the school, then the sports program provision does not apply. The parish would then need to focus only on whether any of its ministries, programs, etc., predominantly involve a recreation component.

If the Ordinance does apply with respect to a particular parish program, the parish may already be in compliance if it fingerprints its employees and volunteers pursuant to Section III above and if the parish follows the *Archdiocesan Policies and Procedures Regarding Child Abuse and Harassment* (which requires employees and regular volunteers to receive a copy of the written policy and to view the training video tape). With regard to child abuse training (the Ordinance requires two hours of annual child abuse training for all employees and volunteers who work with or supervise children), a relatively simple procedure could be adopted whereby the parish/school could show the Archdiocesan video and distribute and discuss the Archdiocesan written policy as part of a single "orientation night" for all regular volunteers and employees.

The fingerprinting component of the ordinance only applies (if at all) to EMPLOYEES (i.e., paid persons) who have "SUPERVISORY OR DISCIPLINARY CONTROL" over children, AND to ADULT VOLUNTEERS who, in the ordinary course of their volunteer duties, would be "ALONE" with minor children. "Alone" is defined as when there is no other adult person present in the same room with the child or children or, if the activity is out of doors, present within a 30-yard radius of the child or children.

#### V. PROCEDURES FOR PROCESSING FINGERPRINTS

1. School employees and volunteers - Contact the Archdiocesan Department of Catholic Schools
2. Parish employees and volunteers - Contact the Archdiocesan Human Resources Office.
3. Clergy - Contact the Archdiocesan Vicar for Clergy Office.

## VI. EMPLOYEE AND VOLUNTEER BACKGROUND CHECKS BY WAY OF FORMAL APPLICATION FORMS

ALL EMPLOYEES and VOLUNTEERS who have REGULAR CONTACT WITH CHILDREN OR YOUTH should be required to complete a formal application form, irrespective of whether they are mandated by law or Archdiocesan policy to be fingerprinted. This should be maintained in a locked file at the local site. A sample application form is attached.

The following checklist is provided to assist you in determining which individuals should be required to complete an application form.

- Q. With regard to employees and volunteers having "regular contact" with children, what does "regular" mean?
- A. There is no precise litmus test that can be used. Therefore, it is necessary for parishes, schools, and agencies to evaluate each position on an *ad hoc*, reasonableness basis. The following checklist, the answers to which should be considered as a whole, might be helpful in this regard:
- How many times per year is the volunteer or employee expected to engage in work that involves contact with children?
  - Will other adults be present or in the immediate vicinity? If not, how long will the employee or volunteer be alone with children?
  - How many children will be present?
  - Where will the activity take place (inside or outside)?
  - Will the activity be in open view to the public or closed?
  - Is the employee or volunteer well-known to the school, parish, or agency community?

Attachment (2 pg):

*Archdiocese of San Francisco Application Form for  
Persons Volunteering to Work with Children and Youth*

ARCHDIOCESE OF SAN FRANCISCO

APPLICATION FORM

FOR PERSONS VOLUNTEERING TO WORK WITH CHILDREN AND YOUTH

Parish: \_\_\_\_\_

Please print clearly and complete the entire document. Once completed return it to the Parish Office. This form must be completed before you begin your work with children.

*All information will remain confidential except as set forth herein.*

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security # \_\_\_\_\_ (Confirmed with photo ID) \_\_\_\_\_

or Date of Birth # \_\_\_\_\_ (Confirmed with photo ID) \_\_\_\_\_

or Driver's License Number # \_\_\_\_\_ (Confirmed with photo ID) \_\_\_\_\_

Mailing Address if different from above \_\_\_\_\_

List other names you use or are known by \_\_\_\_\_

Volunteer ministry you wish to perform \_\_\_\_\_

Hours available \_\_\_\_\_ Day of the week available \_\_\_\_\_

Present Occupation \_\_\_\_\_

Employer/Business Name \_\_\_\_\_ Years employed \_\_\_\_\_

Employer/Business Address \_\_\_\_\_

Education completed \_\_\_\_\_

Certificates/Special Training \_\_\_\_\_

Previous experience working with children/youth in organizations, schools, parishes (Please list activity and name of organization, school, parish.)

Professionally \_\_\_\_\_

As a volunteer \_\_\_\_\_

Membership in organizations (Please list) \_\_\_\_\_  
\_\_\_\_\_

What other experiences have you had which would assist you in doing your ministry? (Please list)  
\_\_\_\_\_  
\_\_\_\_\_

**References:** Please list two references. Your references should be people who know your work and personal character.

NAME	MAILING ADDRESS	PHONE
1. _____	_____	_____
2. _____	_____	_____

1. Are you addicted to alcohol, drugs or any illegal substance?       Yes       No
2. Have you ever been convicted of a crime? (other than minor traffic violations?)       Yes       No
3. Have you ever been convicted of child neglect, abuse or sexual misconduct?       Yes       No
4. Have you ever been suspended, dismissed or asked to resign a paid or volunteer position involving children?       Yes       No

If you answered "yes" to any of the above questions please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you agree to undergo finger-printing if this were considered necessary?       Yes       No

I understand that the information I have provided may be verified, and used to evaluate my suitability for volunteer work, by contacting the persons, parishes or organizations named in this application, as well as, any agency (e.g. Department of Justice Child Molester Registry Program) authorized by law to provide criminal records or information to the Archdiocese. I hereby release and agree to hold harmless from liability any person, parish or organization that provides information. I also agree to hold harmless the parish, the Roman Catholic Archbishop of San Francisco, the Archdiocese, and the officers, directors, employees and volunteers thereof. I affirm the foregoing is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director/Supervisor of Program/Activity

\_\_\_\_\_  
Date

# Instructions for Completing the LIVESCAN FINGERPRINTING Form FOR CLERGY

"After a considered legal analysis of the revised law by the lawyer for the California Catholic Conference, which was reviewed and approved by the California Diocesan Attorneys, THE CALIFORNIA BISHOPS CONFERENCE ENDORSED THE PRINCIPLE THAT ALL PASTORS AND PAROCHIAL VICARS ASSIGNED TO PARISHES WITH SCHOOLS MUST BE FINGERPRINTED. IN ADDITION, BECAUSE CLERGY ALSO TEND TO HAVE REGULAR CONTACT WITH CHILDREN OUTSIDE THE SCHOOL CONTEXT, ARCHBISHOP LEVADA HAS DETERMINED, AS A MATTER OF ARCHDIOCESAN POLICY, THAT ALL CLERGY (INCLUDING DEACONS) IN RESIDENCE AND/OR ASSIGNED TO WORK AT ANY NON-SCHOOL FACILITY OF THE ARCHDIOCESE MUST ALSO BE FINGERPRINTED. (THE PROCEDURES APPLICABLE TO THE GRANTING OF ARCHDIOCESAN FACULTIES TO VISITING PRIESTS WILL INCLUDE COMPLIANCE WITH THIS FINGERPRINTING POLICY)"

Fingerprinting will be accomplished by completing an Applicant Submission Form and going to a LIVESCAN sight to have your fingerprints taken. Applicant Submission Forms may be obtained from the Office of the Vicar for Clergy (415)614-5611.

## Applicant Submission Form

### **Section 1:**

Your ORI number (A0842) has been assigned by the Department of Justice. To match the number you must check the Employment Box.

### **Section 2:**

This section is completed for you to insure that your information is only transmitted to a secure computer in the Office of the Vicar for Clergy.

### **Section 3:**

Please print your Last Name, First Name and Middle Initial. If you have ever used another name please complete AKA (Also Know As) Line.

CDL : Please fill in your California Drivers License number.

DOB: Please fill in your date of birth

Sex: Indicate male

Misc. No BIL- Do not complete this area.

Ht: Please fill in your Height

WT: Please fill in your Weight

Misc. No Do not complete this area

Eye Color Indicate your eye color

Hair Color Indicate your hair color

Home address Please list your home address

POB Please list your place of birth

SOC. Please list your Social Security Number

**Section 4:**

On the line provided for "Your Number" please list your parish or residential location.

For Level of Service please mark both "DOJ" and "FBI"

**Section 5**

Do not Complete

**Section 6**

Do not Complete

It is your responsibility to take the full completed form to one of the recommended LIVESCAN Operations listed below to have this section completed.

Each LIVESCAN location has different requirements. Please carefully check the requirements of the location you have selected.

LIVESCAN Locations

You must call the location you select in advance and make an appointment to have your fingerprinting done at that location.

**Please bring valid Picture Identification with you (CA ID Card, CA Drivers License, Passport, or Military ID)**

**San Francisco County**

Call Sylvan/Idetix @ (800) 315-4507 to make an appointment.

All information from the LIVESCAN form will be taken over the phone. If you are paying by Visa or MasterCard, be prepared to give your credit card information.

Take your completed three part form to:

Children's Council of San Francisco  
445 Church Street at 16<sup>th</sup> Street 1<sup>st</sup> floor  
San Francisco

**Fee:**\$76., This may be paid by Visa or MasterCard (taken over the phone), Cashier's Check or Money Order. Cashier's Check or Money Orders are to be made out to: "Sylvan Identix Fingerprinting Center" (SIFC) **No cash will be accepted.**

**Failure to cancel a scheduled appointment by 5 PM of the day before the appointment, will result in a \$5.00 "NO SHOW" charge**

## **San Mateo County**

Call (650) 599-1570 to make an appointment for fingerprinting. Hours are M-F 9:00 AM–11:30 AM, or 1:00 PM – 3:45 PM except holidays

Take the completed 3 part form to:

San Mateo County Office  
400 County Center  
Redwood City, CA 94063

**Fee \$68.** Payment must be **Cash Only In the exact amount.**

## **Marin County**

Call (415) 499-7284 to make an appointment. Hours are: M,W,F (9:00 AM – 12:00 PM and 1:30 PM – 4:00 PM

Take the completed 3 part form to:

Marin County Civic Center  
1301 Civic Center Drive  
San Rafael, CA 94903

Sheriff's Office, First Floor, Room 145

**Fee: \$76.** May be paid by **Cash or Check** made payable to: The Marin County Sheriffs

### Distribution of Forms

When the entire LIVESCAN fingerprinting process is finished the white form goes to LIVESCAN. Please send the yellow copy to the Office of the Vicar for Clergy. Keep the Pink copy for your files.

For all locations results will be sent to the Office of the Vicar for Clergy within 72 hours.

If you have any problems or questions please call the Employment and Training Manager at (415) 614-5538

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**For the duration of your ministry in the Archdiocese of San Francisco, in accordance with appropriate dissemination criteria, the Vicar for Clergy will be notified of subsequent arrests/convictions.**

REQUEST FOR LIVE SCAN SERVICE  
Applicant Submission

Check Appropriate  
Box- Employee

ORI: A0842 Code assigned by DOJ

Type of Application: (check one)  Employment  License, Certification, Permit  Volunteer

Job Title of Type of License, Certification or Permit: \_\_\_\_\_

Agency Address Set Contributing Agency:  
Department of Catholic Schools  
Archdiocese of San Francisco  
Agency authorized to receive criminal history information

07048  
Mail Code (five-digit code assigned by DOJ)

One Peter Yorke Way  
Street or PO box

Bishop John C. Wester  
Contact Name (Mandatory for all school submissions)

San Francisco CA 94109  
City State Zip Code

(415) 614-5611  
Contact Telephone No.

Department of Catholic  
Schools is the  
Registered agency for  
The Archdiocese

Make sure this is the  
Mail Code showing on the  
screen. Other codes are  
for different Archdiocese  
Groups.

Name of Applicant: \_\_\_\_\_ Last First MI  
(Please print)

AKA's: \_\_\_\_\_ Last First MI

DOB: \_\_\_\_\_ SEX:  Male  Female  
Agency Billing Number (if applicable)

HT: \_\_\_\_\_ WT: \_\_\_\_\_ Misc. No. \_\_\_\_\_

EYE Color: \_\_\_\_\_ HAIR Color: \_\_\_\_\_ Home Address: (Applies only if Youth Org/HRA or Public Utility submission)

POB: \_\_\_\_\_ Street of PO Box \_\_\_\_\_

SOC: \_\_\_\_\_ City, State and Zip Code \_\_\_\_\_

Complete with your  
Personal information

PLEASE REMEMBER TO SAY

“I AM CLERGY”

Your Number: \_\_\_\_\_ OCA No. (Agency Identifying No.)

If resubmitting, list Original ATI No. \_\_\_\_\_

Level of Service  DOJ  FBI

Your number is  
Your parish name

Check Both boxes

Employer: (Additional response for Department of Social Services, DMV/CHP licensing, and Department of Corporations submissions only)

Employer Name \_\_\_\_\_

Street No. \_\_\_\_\_ Street or PO Box \_\_\_\_\_ Mail Code (five-digit code assigned by DOJ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Agency Telephone No. (Optional) \_\_\_\_\_

Do Not complete

Live Scan Transaction Completed By: \_\_\_\_\_ Name of Operator \_\_\_\_\_ Date: \_\_\_\_\_

Transmitting Agency \_\_\_\_\_ ATI No. \_\_\_\_\_ Amount Collected/Billed \_\_\_\_\_

Do not complete



# REQUEST FOR LIVE SCAN SERVICE

## Applicant Submission

**ORI:** A0842 Type of Application: (check one)  Employment  License, Certification, Permit  Volunteer  
Code assigned by DOJ

Job Title of Type of License, Certification or Permit: \_\_\_\_\_

Agency Address Set Contributing Agency:

Department of Catholic Schools  
Archdiocese of San Francisco

Agency authorized to receive criminal history information

07048

Mail Code (five-digit code assigned by DOJ)

One Peter Yorke Way

Street No. Street or PO box

Bishop John C. Wester

Contact Name (Mandatory for all school submissions)

San Francisco

City

CA

State

94109

Zip Code

(415) 614-5611

Contact Telephone No.

Name of Applicant: \_\_\_\_\_  
(Please print) Last First MI

AKA's: \_\_\_\_\_ CDL No. \_\_\_\_\_  
Last First

DOB: \_\_\_\_\_ SEX:  Male  Female Misc. No. BIL- \_\_\_\_\_  
Agency Billing Number (if applicable)

H: \_\_\_\_\_ WT: \_\_\_\_\_ Misc. No. \_\_\_\_\_

EYE Color: \_\_\_\_\_ HAIR Color: \_\_\_\_\_ Home Address: (Applies only if Youth Org/HRA or Public Utility submission)

POB: \_\_\_\_\_ Street of PO Box

SOC: \_\_\_\_\_ City, State and Zip Code

Your Number: \_\_\_\_\_  
OCA No. (Agency Identifying No.)

Level of Service  DOJ  FBI

If resubmitting, list Original ATI No. \_\_\_\_\_

Employer: (Additional response for Department of Social Services, DMV/CHP licensing, and Department of Corporations submissions only)

Employer Name \_\_\_\_\_

Street No. Street or PO Box \_\_\_\_\_

Mail Code (five-digit code assigned by DOJ)

City State Zip Code \_\_\_\_\_

( ) \_\_\_\_\_  
Agency Telephone No. (Optional)

e Scan Transaction Completed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Operator

Transmitting Agency \_\_\_\_\_ ATI No. \_\_\_\_\_ Amount Collected/Billed \_\_\_\_\_

ORIGINAL-Live Scan Operator; SECOND COPY-Requesting Agency; THIRD COPY-Applicant

LIVE SCAN OPERATOR

## Instructions for Handling the Enclosed Materials

Enclosed with this memo are the Fingerprinting Policy of the Archdiocese of San Francisco, the Instruction Form and the Applicant Submission Form (multiple copies). All parish and agency employees who work with children must be fingerprinted. Volunteer leaders in charge of children's choirs, religious education programs, sports teams, and volunteer youth ministers must also be fingerprinted.

This envelope contains forms for:

- The Director/Coordinator of Religious Education and Paid Catechists
- The Director/Coordinator of Youth Ministry
- The Director of Children's Choir
- Directors of Youth Athletics/Head Coaches

Please note these Livescan forms are **not** interchangeable with Clergy or School Livescan forms.

### **Instruction Form for Livescan Fingerprinting**

All fingerprinting applicants should be provided with a copy of the enclosed Instruction Form. Please make as many copies of this form as you need.

When you need additional parish staff and volunteer LIVESCAN forms please contact the Office of Human Resources. (415) 614-5539.

When an employee or volunteer is sent to be fingerprinted they should have received from your parish:

1. A copy of the Instruction Form for Livescan Fingerprinting
2. A request for Livescan Service Applicant Submission Form
3. Cash or a check in the appropriate amount. (see instructions)

Results of LIVESCAN fingerprinting will be sent to the Office of Human Resources at the Pastoral Center. When the Human Resources Office has received the report they will call and notify the parish of the results. The parish should maintain a note in each employee's file stating that they were fingerprinted and indicating the date they were fingerprinted.

### **Application Form for Persons Volunteering to Work with Children and Youth**

In addition to the fingerprinting of some volunteers, **ALL VOLUNTEERS** working with children and youth must complete an "Application Form for Persons Volunteering to Work with Children and Youth". This (double sided) form is on the last page of the Fingerprinting Policy. Please make as many copies of the form as you need.

Once the volunteer has completed the form it should be maintained in a locked file at the parish or agency site .

**Instructions for Completing  
the LIVESCAN FINGERPRINTING FORM for  
Parish Employees and Specified Volunteers**

“It is the POLICY OF THE ARCHDIOCESE OF SAN FRANCISCO that the following categories of parish, school and agency VOLUNTEERS, as well as PAID parish and agency employees be fingerprinted before they work in parishes. This policy refers to:

Directors/Coordinators of Religious Education and paid Catechists

Directors/Coordinators of Youth Ministry

Directors of Children’s Choir

Directors of Youth Athletics/ Head Coaches

Fingerprinting will be accomplished by completing an Applicant Submission Form and going to a LIVESCAN sight to have your fingerprints taken. Applicant Submission Forms may be obtained at your parish office or by calling the Office of Human Resources at (415)614-5539.

Applicant Submission Form

**Section 1:**

Your ORI number(Z0001) has been assigned by the Department of Justice. Please place an “X” in either the box beside “Volunteer” or “Employment”. Do not select “License, Certificate, Permit” Do not enter anything on the Job Title or Type of License, Certification or Permit line.

**Section 2:**

This section is completed for you to assure that your information is only transmitted to a secure computer in the Office of Human Resources.

**Section 3:**

Please print your Last Name, First Name and Middle Initial.

If you have ever used another name please complete the AKA line (Also Known As) with the other name you have used.

CDL : Please fill in your California Drivers License number

DOB: Please fill in your date of birth

Sex: Indicate Gender (male or female)

Misc. No BIL Do not complete this section

Ht: Please fill in your Height

WT Please fill in your Weight

Misc. No. Do not fill anything in

Eye Color Indicate your eye color

Hair Color Indicate your hair color

Home address Please list your home address

POB                    Indicate your place of birth  
SOC                    Please enter your Social Security Number

**Section 4:**

On the line titled "Your Number" please write in your parish or organization name. Level of Service is to be **DOJ and FBI**. Please place an "x" in both boxes.

**Section 5**

Do not complete

**Section 6**

Do not complete

It is your responsibility to take the full completed form to one of the recommended LIVESCAN locations listed below to have this section completed.

Each LIVESCAN location has different requirements please carefully check the requirements of the location you have selected.

LIVESCAN Locations

You must call the location you select in advance and make an appointment to have your fingerprinting done at that location.

**Please bring valid Picture Identification with you (CA ID Card, CA Drivers License, Passport, or Military ID)**

**San Francisco County**

Call Sylvan/Identix @ (800) 315-4507 to make an appointment.

All information from the LIVESCAN form will be taken over the phone. If you are paying by Visa or MasterCard, be prepared to give your credit card information

Take your completed four part form to:

Children's Council of San Francisco  
445 Church Street At 16<sup>th</sup> Sr. 1<sup>st</sup> floor  
San Francisco

**Fee:\$76.** This may be paid by Visa or Master Card (taken over the phone) , Cashier's Check or Money Order. Cashier's Check or Money Orders are to be made out to: "Sylvan Identix Fingerprinting Center" (SIFC) **No cash will be accepted.**

**Failure to cancel a scheduled appointment by 5PM of the day before the appointment, will result in a \$5.00 "NO SHOW" Charge**

## **San Mateo County**

Call (650) 599-1570 to make an appointment for fingerprinting. Hours are M - F 9:00 AM – 11:30 AM, or 1:00 PM – 3:45 PM except holidays.

Take the completed four part form to:

San Mateo County Office  
400 County Center  
Redwood City, CA 94063

**Fee \$68. Payment must be Cash only in the exact amount.**

## **Marin County**

Call (415) 499-7284 to make an appointment. Hours are: M, W, F 9:00AM -12:00 PM , 1:30 PM - 4:00 PM

Take the completed four part form to:

Marin County Civic Center  
1301 Civic Center Drive  
San Rafael, CA 94903  
Sheriff's Office, First Floor, Room 145

**Fee: \$76. Cash or Check made payable to: the Marin County Sheriffs**

For all locations results will be sent to the Office of Human Resources within 72 hours.

**When fingerprinting is done and your form is completed please send the goldenrod colored copy to the Office of Human Resources; Attn: Katy Andrews; The Archdiocese of San Francisco; One Peter York Way; San Francisco, CA 94109**

The white copy belongs to LIVESCAN. Please give the pale yellow copy to your parish ministry supervisor and keep the pink copy.

If you have any problems or questions please call Katy Andrews at (415) 614-5538

Please remember to check the Mail  
Code. You are Archdiocese of  
**San Francisco-Parish 07047**

REQUEST FOR LIVE SCAN SERVICE  
Applicant Submission

Check appropriate Box  
Employee or Volunteer

Make sure this is the  
Mail Code showing on the  
screen. Other codes are  
for different Archdiocese  
Groups

Check Both boxes

OR#: <u>Z0001</u> Code assigned by DOJ	Type of Application: (check one)	<input type="checkbox"/> Employment	<input type="checkbox"/> License, Certification, Permit	<input type="checkbox"/> Volunteer
Job Title of Type of License, Certification or Permit: _____				
Agency Address Set Contributing Agency: Department of Catholic Schools Archdiocese of San Francisco Agency authorized to receive criminal history information				
Street No. <u>One Peter Yorke Way</u>	City <u>San Francisco</u>	State <u>CA</u>	Zip Code <u>94109</u>	Mail Code (five-digit code assigned by DOJ) <u>07047</u>
Street or PO box _____	City _____	State _____	Zip Code _____	Contact Name (Mandatory for all school submissions) <u>Virginia Marshall</u>
Name of Applicant: _____ (Please print)	Last _____	First _____	MI _____	CDL No. _____
AKA's: _____	Last _____	First _____	MI _____	CDL No. _____
DOB: _____	SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. <u>BILL</u>	Agency Billing Number (if applicable)	
HT: _____	WT: _____	Misc. No. _____		
EYE Color: _____	HAIR Color: _____	Home Address: (Applies only if Youth, Org/HRA or Public Utility submission)		
POB: _____	Street of PO Box _____			
SOC: _____	City, State and Zip Code _____			
Your Number: _____	OCA No. (Agency Identifying No.) _____			
If resubmitting, list Original ATI No. _____	Level of Service <input type="checkbox"/> DOJ <input type="checkbox"/> FBI			
Employer: _____	(Additional response for Department of Social Services, DMV/CHP licensing, and Department of Corporations submissions only)			
Employer Name _____				
Street No. _____	Street or PO Box _____	Mail Code (five-digit code assigned by DOJ) _____		
City _____	State _____	Zip Code _____	Agency Telephone No. (Optional) _____	
Live Scan Transaction Completed By: _____ Name of Operator _____ Date: _____				
Transmitting Agency _____ ATI No. _____ Amount Collected/Billed _____				

Department of Catholic  
Schools is the  
Registered agency for  
The Archdiocese

Complete with your  
personal information

Your number is  
your parish name

Do not complete

Do not complete

# REQUEST FOR LIVE SCAN SERVICE

## Applicant Submission

ORI: Z0001 Type of Application: (check one)  Employment  License, Certification, Permit  Volunteer Permit  
Code assigned by DOJ

Job Title of Type of License, Certification or Permit: \_\_\_\_\_

Agency Address Set Contributing Agency:

Department of Catholic Schools  
Archdiocese of San Francisco

07047

Agency authorized to receive criminal history information

Mail Code (five-digit code assigned by DOJ)

One Peter Yorke Way

Virginia Marshall

Street No. Street or PO box

Contact Name (Mandatory for all school submissions)

San Francisco

CA

94109

(415) 614-5539

City

State

Zip Code

Contact Telephone No.

Name of Applicant: \_\_\_\_\_  
(Please print) Last First MI

AKA's: \_\_\_\_\_ CDL No. \_\_\_\_\_  
Last First

DOB: \_\_\_\_\_ SEX:  Male  Female Misc. No. **BIL-** \_\_\_\_\_  
Agency Billing Number (if applicable)

T: \_\_\_\_\_ WT: \_\_\_\_\_ Misc. No. \_\_\_\_\_

EYE Color: \_\_\_\_\_ HAIR Color: \_\_\_\_\_ Home Address: (Applies only if Youth Org/HRA or Public Utility submission)

POB: \_\_\_\_\_ Street of PO Box

SOC: \_\_\_\_\_ City, State and Zip Code

Your Number: \_\_\_\_\_  
OCA No. (Agency Identifying No.)

Level of Service  DOJ  FBI

If resubmitting, list Original ATI No. \_\_\_\_\_

Employer: (Additional response for Department of Social Services, DMV/CHP licensing, and Department of Corporations submissions only)

Employer Name \_\_\_\_\_

Street No. Street or PO Box \_\_\_\_\_

Mail Code (five-digit code assigned by DOJ)

City State Zip Code \_\_\_\_\_

( ) Agency Telephone No. (Optional)

Live Scan Transaction Completed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Operator

Transmitting Agency \_\_\_\_\_ ATI No. \_\_\_\_\_ Amount Collected/Billed \_\_\_\_\_

ORIGINAL-Live Scan Operator; SECOND COPY-Requesting Agency; THIRD COPY-Applicant; FOURTH COPY-Office of Human Resources/Pastoral Center

LIVE SCAN OPERATOR