

From the Western NC Conference UMC Office of Ministries with Young People

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Background Check Agencies:

When looking for a company to do background checks for your children and youth workers at church, look for a reputable agency that will do these things:

- Criminal and sexual offender background checks
- An agency with access to records for the state of North Carolina, but will also automatically use the "national" data base, which currently covers over 40 states.
- DMV checks for everyone driving the church van or transporting children or youth off church grounds.
- Should cost less than \$30 per person for all three of these (Some are less than \$10 for all three)
- Response time on background checks should be within 24 hours.
- Advise agency you are working with a United Methodist Church in the Western North Carolina Conference.

Make note:

- The committee should select one person at the church with great discretion and integrity to be responsible for this confidential information.
- Most agencies have their own forms to be completed which will require the person's social security number and a list of all the addresses and states where they have lived for the last seven years.
- Forms should be completed and signed by the person whom you are checking.
- Completed forms can usually be mailed or faxed to the company.
- Responses can be faxed or e-mailed back to the church official in charge of this process.
- Make arrangements to keep all forms and responses in a locked file cabinet at the church.
- Keep these forms FOREVER.
- Updated background checks should be made every four to seven years (depending on your church procedures)
- Discuss with your pastor and Safe Sanctuary committee how the person in charge of this process will handle responses that may be returned from the agency with information that causes concern or alarm.

Possible Agencies to Contact:

Castlebranch, Inc., Wilmington, NC www.castlebranch.com
Phone: 1-888-723-4263 Fax: 1-919-815 3881
Contact: Beverly Miller beverlym@castlebranch.com

Kroll Background America
Phone: 1-800-433-3823
Contact: Billy Hankins whankins@krollworldwide.com

First Advantage Company, Employment Screening Services Division
Phone: 1-214-360-9122 Fax: 1-214-217-4064
Contact: Dale Shaffer Ext. 104 dale@criminalbackground.com

Group Publishing
www.shop.grouppublishing.com/CVC/backgroundchecks

Lexis Nexus Screening Agency
Phone: 1-800-631-8777
Contact: Brent Sajac ext 4413 Direct line 847-669-7109 brent.zajac@lexisnexus.com

Network Research Systems (Mr. Daubert)
5500 Executive Center Drive, Suite 140, Charlotte, NC 28212
Phone: (704) 563-5010 . Fax: (704) 563-0542

Edwards & Associates (Allen Edwards)
P. O. Box 805, Mt. Airy, NC 27030
Phone: (336) 786-1962 . Fax: (336) 789-6779
E-Mail: edwardsassoc@surry.net