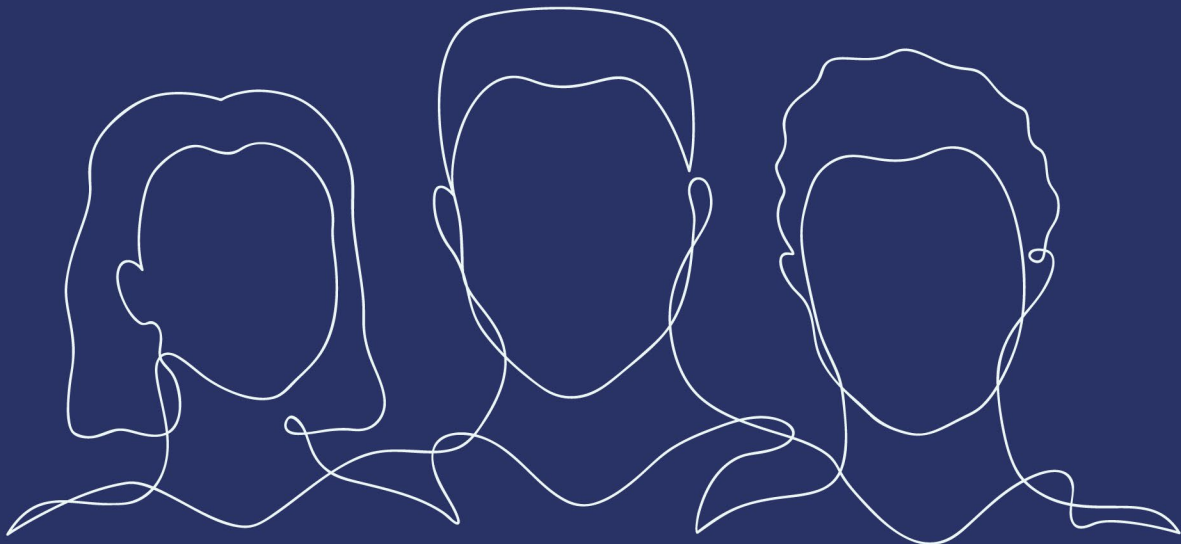


KNOW YOUR PEOPLE

Background Check Screening
to Protect Your Church



Welcome without concern.

Your church is filled with wonderful people and families who gather in-person and online to worship each week. Your staff works hard to manage your church and equip those volunteers who serve in your ministries.

While this is all encouraging to us as we live out the Gospel, it can be frightening to have your trust broken by a staff member, church member, or volunteer who has been welcomed into your church family. So how can you lessen the chance of that happening and better protect your church and those you care about within the church?

Background checks can mitigate the risks you have when hiring new staff, recruiting new volunteers, or welcoming new members into your ministries. But we know there are many different search options and screenings available, so we want to make it easier for you.

This guide will explain the difference in the many searches you can run and give you answers to the most common questions we receive from other ministry partners who see the benefits of properly screening in their church.

Plus, take a look at how you can quickly sign up for free directly in your ACS Technologies' software and easily start running background checks through our integration with our trusted partner, Verified First.

What does each search cover?

There are many searches available for you to run when screening your staff and volunteers. We've compiled a list of those searches along with what they each cover so you can be sure you are running the proper search based on the person's role within your church.

Motor Vehicle Report

A motor vehicle report (MVR) is an official automotive record held by the state in which the license was issued. These reports contain information about a particular driver's driving history and license status. Any infractions the driver may have had over the last few years, such as moving violations or license suspensions, are included in these reports.

National Sex Offender Public Database

The National Sex Offender Public Database is a public registry of persons convicted of sex offenses (however, juvenile offenders and some offenders whose crimes are less severe do not appear on the NSOPW).

Sex Offender Registry

A sex offender registry is a system in various countries designed to allow government authorities to keep track of the activities of sex offenders, including those who have completed their criminal sentences. In some jurisdictions, registration is accompanied by residential address notification requirements.

Note: The difference between the **sex offender database** and the **sex offender registry** is the timing of how frequently that information is updated. The database is updated approximately every 30 days; the sex offender registry is updated daily, so that data is more current.



County Criminal Database Search

A county criminal database search includes county criminal records, which make up the majority of criminal offenses, that are located in county courthouses across the 3,200 counties in the United States. Thus, they will not be found in a federal check. Frequently the existence of a county criminal record is determined by searching in the National Criminal Database Check, which is used as a pointer to county or state records.

Unlimited County Criminal Database Search

This searches an individual's residence history for the past seven years using a Social Security trace in all counties in the state of residency.

Statewide Criminal Database Search

A statewide criminal search provides your organization with an overview of a candidate's criminal history in a specific state.

Nationwide Criminal Database Check

A Nationwide Criminal Database Check is used to extend the geographical area for potential criminal records to the national level. The primary difference is that a Nationwide Criminal Database Search is an automated search that seeks out criminal records filed almost anywhere in the country, and a County Criminal Database Search is a hand search focused on records filed within a single district. **They are best used together** to help expose and learn more about illegal activities committed by potential employees.

Note: There is no legal authority that forces counties to report their criminal records histories to the Nationwide Criminal database. Therefore, one might find counties that are slow in reporting or counties that don't report records at all. For this reason, we strongly recommend that the Nationwide Criminal Database be run in conjunction with a County Criminal Database Search. In addition, the Fair Credit Reporting Act (FCRA) dictates that any records found in the course of a database search must be verified at the court level, which is done by running the County Criminal Database Search.

Employment Verification

Employment Verification is the practice of verifying the employment eligibility and past work history of current or potential employees. Employers often verify employees prior to hiring or promoting them to ensure that their employment history, education, and other details match the employee's information.

Education Verification

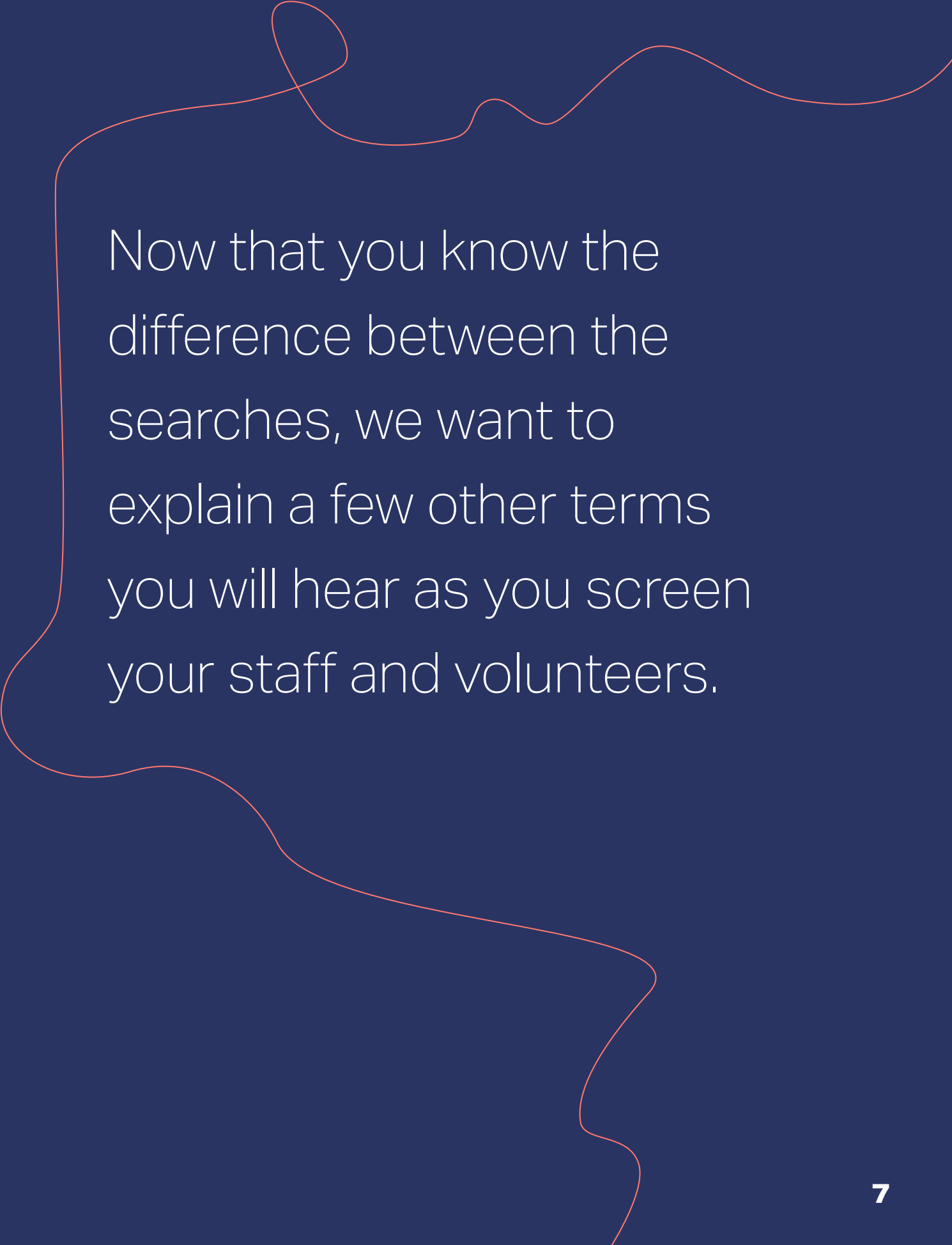
Education Verification is a process that employers use to review an applicant's educational status, including grade point average (GPA), honors, major and/or minor programs of study, and highest degree received. Industries continue to grow at an exponential rate, making workplace competition difficult.

Credit Check

A credit check is a request for a report on a person's credit history. Such a report may contain information about the person's default in payments or court judgments filed by creditors and their credit score and other information that may be used to evaluate a person's likelihood of paying their financial obligations. A credit check is often run by employers or potential employees or by landlords on potential tenants.

Social Security Trace

A Social Security Trace is a search based on the Social Security Number submitted by the applicant. The search itself returns all the credit header information associated with that SSN. This does not mean a credit check is being run.



Now that you know the difference between the searches, we want to explain a few other terms you will hear as you screen your staff and volunteers.

On-Site Inspection

An on-site inspection (related to credit reports) is when an inspector comes to your business to verify that your business is legitimate and secure enough to run credit reports. The Fair Credit Reporting Act (FCRA) mandates this inspection. The primary purpose of this is to verify the security of sensitive information accessed by the end-user.

The on-site inspector will take digital photographs of the building exterior, secure storage areas, workspace, and proper disposal method to confirm that consumer reports will be maintained in a secure location. It is important to note that the inspector will not review documentation, actual files, or other data. The inspector will also ask a series of questions covering the following topics:

- The type of facility and whether or not it is a permanent office location
- Whether the facility maintains appropriate office equipment, telephones, filing cabinets, etc.
- What security features are utilized
- How consumer reports will be stored and secured
- How sensitive information will be disposed

Adverse Action

Adverse action is an action that denies an individual or business credit, employment, insurance, or other benefits. A business or government generally takes an adverse action based on a criminal past or information found in credit reports.

Pass-through Fees

In addition to the background check cost, your reports may be subject to various third-party access fees, including county and state court access fees, DMV access fees, and employment/education verification fees. These fees are not marked up and are passed along on your invoice.

We know you have questions.

And you are not alone! Whether you are new to running background checks or if you are simply re-evaluating your screening process, you will have questions that others have already asked. Take a look at the most common questions we receive about background checks from churches just like you.

Why should my church conduct background checks?

Background checks protect against the risks posed by employees and volunteers. Churches and organizations must develop a program for employee and volunteer screening. One incident of fraud or abuse could be enough to put your entire church community at risk.

Do all volunteers need to go through a background screening or is it only for those working with children?

We highly recommend all volunteers be screened regularly, even those who volunteer year after year. You should check on the specific requirements for your jurisdiction.

What searches should a background check contain?

Background checks will investigate a candidate's background based on criteria determined by their prospective or current employer. A check of a candidate's background may include employment, education, criminal records, credit history, motor vehicle, and license record checks. Each type of check will reveal different information pertinent to that specific area. A candidate should clarify the organization requesting the background check to understand what specific searches are being requested.

Which searches should I run?

We offer packages built on best practices for roles within your church. Below are the searches in each package. However, we encourage you to evaluate each individual you are screening and their role within your church to ensure you are running the appropriate package or search.

The **Serving Volunteer** package is best used for volunteers in greeting or hospitality roles. This package includes:

- Nationwide Criminal Database search, including millions of state and county records
- Global watch lists/Homeland Security lists and sanctioned lists
- International & Interpol of 190+ countries
- Nationwide Sex Offender Database search
- Social Security address trace report, including death index

An **Applicant Pay Serving Volunteer package** is also available. This includes the same searches as the Serving Volunteer package, and allows volunteers to cover their own screening. Some restrictions may apply.

The **Child/Youth Volunteer** package is best used for volunteers assisting with children or youth ministries. This package includes:

- Unlimited County Criminal Search for all filings over at least the last seven years
- Nationwide Sex Offender Registry Search
- Nationwide Criminal Database search, including millions of state and county records
- Global watch lists/Homeland Security lists and sanctioned lists
- International & Interpol of 190+ countries
- Nationwide Sex Offender Database search
- Social Security address trace report, including death index

The **Staff and Leadership** package is best used when hiring or selecting staff or other church leaders. This is the most comprehensive package and includes:

- Education Verification
- Employment Verification
- Unlimited County Criminal Search for all filings over at least the last seven years
- Nationwide Sex Offender Registry Search
- Nationwide Criminal Database search, including millions of state and county records
- Global watch lists/Homeland Security lists and sanctioned lists
- International & Interpol of 190+ countries
- Nationwide Sex Offender Database search
- Social Security address trace report, including death index

What if I need an additional search added to a package?

We offer add-ons that you can add to any of the background check packages. These include the Nationwide Sex Offender Registry Search, Motor Vehicle Registration (MVR), and Credit Check.

My church resides in Pennsylvania. Which package covers the Pennsylvania Act 153?

We have a special package specifically designed for those under the Pennsylvania Act 153. This package includes:

- PA child abuse clearance check
- PA statewide criminal search
- Nationwide Criminal Database search, including millions of state and county records
- Global watch lists/Homeland Security lists and sanctioned lists
- International & Interpol of 190+ countries
- Nationwide Sex Offender Database search
- Social Security address trace report, including death index

What searches are available in Canada?

We offer Canadian searches, including the Canadian National Criminal Check (CPIC), Canadian Employment Verification, Canadian Education Verification, Canadian Credit Report, and Canadian Motor Vehicle Report (MVR).



Is there a monthly fee or set-up fee for background checks?

No. You are only charged for the package you choose to run on a particular candidate. You are charged per package per candidate. Many other online sites that offer an unlimited subscription price are non-FCRA (Fair Credit Reporting Act) and public record searches that cannot be used since there is no compliance or disclosures to search these records.

Are there additional charges beyond the package pricing?

Yes. Some counties, motor vehicle departments, employers, and schools charge processing fees to access their records. These fees are beyond our control and will be added to your invoice when they occur. These access fees are in addition to the background check package charge.

What is a public record search?

Public record searches will only provide public pieces of information on a person and not confidential information as a background check would. They are not a consumer reporting agency bound by the FCRA. An actual background check digs deeper and can access data that is confidential. A background check provides everything you get from a public record and much more, such as checking to see if a person has a criminal record. A background check is an investigation into a person's past and present.

Anyone can search public records, but only a consumer reporting agency can run a background check.

How often should I renew background checks?

There is no legal precedent regarding how often a background check should be run, but some insurance carriers will deny coverage unless churches repeat background checks every 12 months. You should check with your local jurisdiction for how often they are required in your state.

Why does ACS Technologies not currently offer international background checks?

At this time, ACS Technologies does not offer international background checks. Unfortunately, international background checks are complex and extremely difficult to carry out. Each country has its own set of laws, and some countries prohibit any agencies from obtaining records. Due to these constraints, international background checks can take anywhere from 15 to 120 days to complete depending on the country or countries requiring investigation.

Pricing to conduct these screens is expensive. Costs vary from country to country, and pricing changes frequently.

Why does ACS Technologies not currently offer fingerprinting?

Fingerprinting will show all charged crimes instead of only convicted crimes. Under the FCRA, you cannot report crimes that have been charged, only convicted. Despite the FBI database's reputation as the "gold standard" for criminal background checks, a NELP study shows that 50% of the FBI databases' records are missing disposition information. That means a fingerprint background check could return arrests for which a person was later cleared or that were later reduced.

Verified First

Who is Verified First?

Verified First is the leading comprehensive background screening processor partnered with ACS Technologies. Together, we lead the market in knowing how best to help churches manage, grow, and protect their church with easy-to-use, integrated solutions.

Verified First has received accreditation and is a member of the National Association of Professional Background Screeners (NAPBS). This accreditation means Verified First has dedicated itself to providing the highest level of standards in the following areas:

- Information security
- Legal and compliance
- Client education
- Researcher and data standards
- Verification services
- Business practices



Getting started is super simple.

We know your time is valuable, so we make protecting your church and members easy. Follow the few steps listed on the next page beside the ACS Technologies' software you are currently using to start running background checks. Plus, there are no sign-up fees!



1. Sign in using an administrative login.
2. Under the Admin menu, click "Manage Realm Account."
3. Click the "Additional Features" tab.
4. In the Background Checks section, click "Learn more."
5. Click "Sign up for background checks."
6. Complete provided application form.



To take advantage of the integration between ACS and Verified First, you will need to be on version 11.7.1.22 or later.

1. Log in to ACS.
2. Click "Grow Your Ministry" in the toolbar.
3. Select "Background Checks," and you'll be taken to the Verified First signup page.
4. Follow the prompts to start using background checks.



To take advantage of the integration between PDS and Verified First, you will need to be on version 9.0G or later.

1. In the Personnel section, click "Safe Environment."
2. Click "Request Background Check."
3. Click "Sign Up," and you'll be taken to the Verified First signup page.
4. Follow the prompts to start using background checks.



To take advantage of the integration between HeadMaster and Verified First, you will need to be on version 11.5.1.14 or later.

1. On the Home screen, click "Other People, Parents, Staff, or Teachers."
2. Double-click an individual's record.
3. Click the "Safeguard" tab.
4. Click "Request Background Check."
5. When the browser opens, you'll be taken to the Verified First signup page.
6. Follow the instructions on the screen to start using background checks.

Choosing the Right Ministry Partner

The know-how you need from experts you trust.

ACS Technologies is the original pioneer of Church Management Software (ChMS). We are firmly dedicated to serving local churches all over North America by providing the best-in-class ministry software and service solutions that help you fulfill Christ's mission for your Church.

Tools and support to strengthen churches.

We build great software, but we don't stop there. We have a "service-first" approach that truly sets us apart. With hundreds of dedicated support and consulting personnel, your staff can reach our team 24/7. We're in your corner to help you with the ministry challenges you face every day.

Ideas and solutions powered by integrity.

Integrity is real for us, and it means consistently being faithful stewards by doing the right thing for church success. We have earned the trust of pastors, church staff, congregants, our employees, and colleagues for over 40 years.

A plan to meet your needs and move your ministry.


We're not just interested in satisfied customers. We see ourselves as your real ministry partner and will work with you to make disciples that will last for an eternity. We're excited to talk about your goals, create a plan together, and set you up with the software, service, and resources you need.

We believe in YOU!


ACS Technologies believes in the local church. Over 75% of our team has experience serving in their local churches. We know firsthand that serving the Church means serving people, and we take seriously our commitment to helping ministries like yours achieve their God-given mandate - to make disciples in their communities, states, and across the world.

Let's Talk

We know the challenges of switching or implementing new technology and how that can be intimidating. But we also know the unbelievable changes that have happened within churches that have partnered with us for their ministry needs. Let's connect and see how we can assist you in the greatest thing you do - grow God's Kingdom.

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