

DIOCESE OF TEXAS

POLICY ON BACKGROUND CHECKS

Background checks are required for all employees of the church and some volunteers. The diocesan office does the background checks for clergy.

Local congregations must do the checks for:

1. All paid employees (full- and part-time)
2. All nursery workers (paid or volunteer)
3. Volunteers who regularly supervise youth activities
4. Any volunteer who supervises an overnight youth event
5. Camp counselors
6. Persons having financial responsibility, i.e., posting to ledgers, writing/signing checks are also required to have a credit check. (Requires Fair Credit Reporting Act (FCRA) Disclosure and Release Form)
7. Persons transporting children will be required to have a driving records check.

Background checks are to be filed in the personnel records of the congregation.

NOTICE: All Sunday School and Vacation Bible School teachers, leaders, and directors will need to have background checks and Safeguarding God's Children training.

BACKGROUND CHECK REQUIREMENTS

Listed below are the current guidelines for obtaining background checks.

- If using the diocesan background check service, **use only the current forms** from the diocesan website.
- Please review the form to make sure that it is legible and complete. The form is not complete without a signature.
- Check to make sure that the church/school where the work/volunteering will be done is listed in the space provided.
- When the “Yes” is circled for transporting children, a Driving Record Check will automatically be requested, in addition to the check of Criminal Records and the Sex Offender Registry.
- When the “Yes” is circled for “Has Financial Responsibility”, a credit check will be requested. A Fair Credit Reporting Act (FCRA) Disclosure and Release Form is required when ordering a credit check and is in addition to the Background Release Form. This form is also posted on the DOT Website. [Credit Check Form](#)
- Please Note: The only person requiring a Credit Check be performed are those who write checks, sign checks and/or post to ledgers.
- Money counters are not required to have this check as long as there are two people counting together. Collecting money for field trips does not require the credit check.
- The employee/volunteer file must contain a copy of the signed release form and a statement from the providing party showing that the employee/volunteer has a clear background check.
- A **background check will be required every five years** from the time since the prior check was done.

These requirements are in effect whether you go through the diocesan office to obtain the background check or use other sources.

For more information or if you have questions, please contact [Debra Hillick](#) at 713-353-2123.



BACKGROUND INQUIRY RELEASE FORM

In relation to my serving in The Episcopal Diocese of Texas, I understand and authorize the access of public information from various federal, state and other agencies maintaining information regarding any public information.

I also understand that this information may be accessed during my service and up to thirty (30) days after separation from this diocese. I hereby consent to you obtaining various public record information and other information from Diocesan/Church employers or agencies, by InfoQuest and/or any other party or agency in accordance with the Fair Credit Reporting Act and any and all state and federal laws. I also understand that the requested information below is to be used for proper identification only and not for discriminatory purposes.

Signature: _____

Date: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION. PLEASE PRINT!

Volunteer/Position Sought _____

Church Name _____ City _____
(Place of Employment/Volunteering)

Your **Full** Name _____

Social Security Number _____ Date of Birth _____ Gender ___ M ___ F

Driver's License Number _____ State _____

Current Home Address _____

City/State/Zip Code _____ County _____

List previous addresses for last ten (10) years:

Previous Home Address _____

City/State/Zip Code _____ County _____

Previous Home Address _____

City/State/Zip Code _____ County _____

Transports Children Yes No Has Financial Responsibility Yes No
For a Church/School For a Church/School

Please return form to Episcopal Diocese of Texas at 1225 Texas Ave., Houston, TX 77002, Attn: Lay Background or fax to the Diocesan Center at 713.521.2218. Thank you.