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# M E M O R A N D U M

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**TO:** Employee/Volunteer of the Diocese of Arlington

**FROM:** Rev. Terry W. Specht  
Director, Child Protection and Safety

**DATE:** February 15, 2006

**RE:** Background checks for Diocesan Personnel

The Diocese of Arlington values the safety of children in its care, its employees and volunteers, and the people whom it serves. Accordingly the Diocese must take prudent measures to ensure that all that are entrusted to the care of Diocesan organizations are kept in a safe and secure environment. Effective August 1, 2004 the Bishop of Arlington has mandated that criminal history background checks be conducted for all employees and volunteers who have substantial contact with children, the elderly or persons with disabilities.

Enclosed you will find the materials necessary for you to initiate these checks. These materials consist of the following:

1. Diocese of Arlington Criminal Background History Check Authorization
2. Virginia Department of Social Services/Child Protective Services Request for Search of the Central Registry and Release of Information Form
3. SP-24 National Criminal Background Check for Employees or Volunteers Providing Care to Children, the Elderly and Disabled.
4. Directions for Completion of Fingerprint Card
5. FD 258 Federal Bureau of Investigation Fingerprint Card (1)

Please complete these materials by the procedure below and return them as soon as possible to the supervisor who gave you this information package.

1. Fill out, sign and date the Diocese of Arlington Criminal Background History Check Authorization.
2. Fill in all information on the front of the Virginia Department of Social Services form. Sign the top section of the back of the form in the presence of a Notary Public.
3. Fill in the information requested in Section I on SP-24, National Criminal Background Check for Employees and Volunteers. Please mark the top of the form with a "V" if you are a volunteer or an "E" if you are an employee.
4. Read carefully the instructions for filling out the fingerprint card. Ensure there are no stray marks on the card. Use only black ink.
5. Take the fingerprint card to your police agency that is authorized to take fingerprints (this may be your local sheriff or police department. Please call to verify the hours this service is offered.)
6. The fingerprinting process will take about 10 minutes. There will be a five to ten dollar fee, depending on your location. Do not fold this card.
7. Return all forms to the supervisor who gave you this information packet.

Remember that employment and volunteer position is contingent on consent and completion of these background checks. The information resulting from these checks will be kept in strictest confidence and only those working for this office and the Diocesan Risk Reduction Office will have access to these files. If information from these checks should result in you being denied employment or volunteer placement the information will be forwarded to you and a procedure for redress and correction will be provided.

I thank you for your cooperation and patience in this matter. Be assured that your extra time and effort will greatly contribute to a safe and nurturing environment for those we are committed to serve and protect.