



2020 BACKGROUND CHECK REQUIREMENTS

Clergy (priests/deacons), Religious, Seminarians, Persons in Formation

Code (BCI/FBI): 2151 86 – Out of Home Child Care

- a) BCI/FBI background check at start of service
- b) Renew BCI/FBI background check every five years

Licensed School Teachers, Licensed School Employees, and Preschool Teachers (State Law)

Code (BCI/FBI): 3319 291 – School Employees – Licensure with Ohio Department of Education

- a) BCI/FBI background check at start of service
- b) Renew FBI background check every five years (*See your State Requirements)

Non-Licensed School Employee (State Law)

Code BCI: 3319 39B1 – School Employees – non teaching position

Code FBI: 3319 39

- a) BCI/FBI background check at start of service
- b) Renew BCI/FBI background check every five years

Parish/Institution Employee (Lived in Ohio for the last 5 years)

Code (BCI/FBI): 2151 86 – Out of Home Child Care

- a) BCI background check at start of service

Parish/Institution Employee (Lived Outside of Ohio during the last 5 years)

Code (BCI/FBI): 2151 86 – Out of Home Child Care

- a) BCI/FBI background check at start of service

Volunteer working with minors (Lived in Ohio for the last 5 years)

Code (BCI/FBI): 2151 86 – Out of Home Child Care

- a) BCI background check at start of service

Volunteer working with minors (Lived Outside of Ohio during the last 5 years)

Code (BCI/FBI): 2151 86 – Out of Home Child Care

- a) BCI/FBI background check at start of service



BACKGROUND CHECK PROCEDURES

1) Employees and volunteers will have their BCI and/or FBI background checks sent to:

Catholic Diocese of Youngstown
Attn: Safe Environment Office
144 West Wood Street
Youngstown, OH 44503

You may request that a copy of your background check is sent to you as well as to the Diocese of Youngstown. Please make sure that a copy goes to address to the left of this note.

The Safe Environment Coordinator will send an electronic copy of the original background check to the location's Compliance Officer, where it will be added to the locations Safe Environment files.

2) If a person has ceased to serve as an employee or volunteer at a given location for more than a year and intends to resume their service they must obtain new background checks.

3) Copies of background checks can only be sent from the Safe Environment Office to the parish, school, or institution.

a) Parishes, schools, and institutions may not send copies of background checks to each other or to non-Diocesan institutions or employers. The Safe Environment Coordinator may request old background checks from your parish, school, or institution files to update the Diocesan database.

b) Individuals are no longer able to ask their (Diocesan or non-Diocesan) employers to send parishes, schools, or institutions copies of their background checks. They must obtain new background checks and have them sent to the Safe Environment Office.

c) Persons are not permitted to provide a parish, school, or institution with a copy of their own BCI and/or FBI background check.

d) If a person wants a copy of their own background check they must arrange to pick it up in person at the Diocese and present identification..

e) If a BCI background check is sent to a parish, school, or institution by an individual the Compliance Officer will inform the individual to contact their fingerprinting location and request that a copy be sent to the Safe Environment Office. Please note that if a FBI background check is sent to the wrong location it must be repeated.

f) Compliance Officers must request copies of background checks for new employees and volunteers by using the Compliance Checklist. (Note the change to the background check column on the compliance checklist.)