

**Reformed Episcopal Church  
Diocese of Mid America**

**RESOURCES & SAMPLE FORMS**

**For**

**Child and Youth Protection**

*Exhibit A - State Resources for Reporting and obtaining certain information*

*Exhibit B - Sample Screening Statement*

*Exhibit C - Sample Policy Acknowledgement Form*

*Exhibit D – Application*

*Exhibit E - Sample form for Report of Suspected Child Abuse*

*Exhibit F - Implementing MinistrySafe*

## *Exhibit A*

### *State Resources for Reporting and obtaining certain information*

#### **State Child Abuse Reporting Statute Websites**

Alabama	<a href="http://www.dhtstate.al.us">www.dhtstate.al.us</a>
Alaska	<a href="http://www.hss.state.ak.us.ocs">www.hss.state.ak.us.ocs</a>
Arizona	<a href="http://www.de.state.az.us.dcyf.cps">www.de.state.az.us.dcyf.cps</a>
Arkansas	<a href="http://www.arkansas.gov/dhs/chlInfamI">www.arkansas.gov/dhs/chlInfamI</a>
California	<a href="http://www.dss.cahwetgov/cdssweb/default.htm">www.dss.cahwetgov/cdssweb/default.htm</a>
Colorado	<a href="http://www.cdhs.state.co.us">www.cdhs.state.co.us</a>
Connecticut	<a href="http://www.dss.state.Ct.us/dss.htm">www.dss.state.Ct.us/dss.htm</a>
Delaware	<a href="http://www.state.de.us.dhss/">www.state.de.us.dhss/</a>
District of Columbia	<a href="http://www.childwelfare.com.states/district_of_columbia.htm">www.childwelfare.com.states/district_of_columbia.htm</a>
Florida	<a href="http://www.state.fl.us/cf_web">www.state.fl.us/cf_web</a>
Georgia	<a href="http://www.gahsc.Org">www.gahsc.Org</a>
Hawaii	<a href="http://www.hawaii.gov/dhsI">www.hawaii.gov/dhsI</a>
Idaho	<a href="http://www.idahochlld.orgI">www.idahochlld.orgI</a>
Illinois	<a href="http://www.state.ill.us/dcfslindex.htrnll">www.state.ill.us/dcfslindex.htrnll</a>
Indiana	<a href="http://www.in.gov/lfssa">www.in.gov/lfssa</a>
Iowa	<a href="http://www.dhs.state.ia.us">www.dhs.state.ia.us</a>
Kansas	<a href="http://www.srskansas.org/">www.srskansas.org/</a>
Kentucky	<a href="http://www.childwelfare.com.states/kentucky.htm">www.childwelfare.com.states/kentucky.htm</a>
Louisiana	<a href="http://www.dss.state.la.us">www.dss.state.la.us</a>
Maine	<a href="http://www.state.me.us/dhs">www.state.me.us/dhs</a>
Maryland	<a href="http://www.dhtstate.md.uslscps">www.dhtstate.md.uslscps</a>
Massachusetts	<a href="http://www.state.maus.dss">www.state.maus.dss</a>
Michigan	<a href="http://www.michigan.gov/lfia">www.michigan.gov/lfia</a>
Minnesota	<a href="http://www.hs.state.mnus">www.hs.state.mnus</a>
Mississippi	<a href="http://www.mdhsstate.m.us">www.mdhsstate.m.us</a>
Missouri	<a href="http://www.dss.state.mo.usldfs.csp.htm">www.dss.state.mo.usldfs.csp.htm</a>
Montana	<a href="http://www.dphhs.state.mt.us">www.dphhs.state.mt.us</a>
Nebraska	<a href="http://www.hhs.statane.us">www.hhs.statane.us</a>
Nevada	<a href="http://www.dcf.state.nv.us">www.dcf.state.nv.us</a>
New Hampshire	<a href="http://www.cfsnh.org">www.cfsnh.org</a>
New Jersey	<a href="http://www.state.nj.us/humanservices">www.state.nj.us/humanservices</a>
New Mexico	<a href="http://www.state.nm.uslcyfd">www.state.nm.uslcyfd</a>
New York	<a href="http://www.ocfs.state.nc.us">www.ocfs.state.nc.us</a>
North Dakota	<a href="http://www.childwelfare.com.states/north_dakota.htm">www.childwelfare.com.states/north_dakota.htm</a>
Ohio	<a href="http://www.state.oh.uslodhslcdc">www.state.oh.uslodhslcdc</a>
Oklahoma	<a href="http://www.okdhs.org">www.okdhs.org</a>
Oregon	<a href="http://www.dhs.state.or.uslabuse">www.dhs.state.or.uslabuse</a>
Pennsylvania	<a href="http://www.dpw.state.pa.us/ocyf/dpwocylasp">www.dpw.state.pa.us/ocyf/dpwocylasp</a>
Puerto Rico	<a href="http://www.childwelfare.com.statesIPuerto_Rico.htm">www.childwelfare.com.statesIPuerto_Rico.htm</a>

Rhode Island	<a href="http://www.dcyfstate.ri.us">www.dcyfstate.ri.us</a>
South Carolina	<a href="http://www.state.sc.us/dss/cpslindex.html">www.state.sc.us/dss/cpslindex.html</a>
South Dakota	<a href="http://www.state.sd.us/social/CPS">www.state.sd.us/social/CPS</a>
Tennessee	<a href="http://www.state.tn.us/humanserv">www.state.tn.us/humanserv</a>
Texas	<a href="http://www.dfps.state.tx.us/">http://www.dfps.state.tx.us/</a>
Utah	<a href="http://www.hcdcfcs.utah.gov">www.hcdcfcs.utah.gov</a>
Vermont	<a href="http://www.State.vt.us/srs/">www.State.vt.us/srs/</a>
Virginia	<a href="http://www.dss.state.va.us">www.dss.state.va.us</a>
Washington	<a href="http://www.wa.gov/dshs">www.wa.gov/dshs</a>
West Virginia	<a href="http://www.wvdhhr.org">www.wvdhhr.org</a>
Wisconsin	<a href="http://www.dhfs.state.wi.us">www.dhfs.state.wi.us</a>
Wyoming	<a href="http://www.dfs.web.state.wy.us/">www.dfs.web.state.wy.us/</a>

## State Criminal Records and Sex Offenders Registry Information

### Alabama

Agency Alabama Bureau of Investigation  
Identification Unit - Record Checks

P. O. Box 1511

Montgomery, AL 36102-1511

(334) 260-1100 phone

(334) 395-4350 fax

jamespotts@gsiweb.net

Website [www.dps.state.al.us](http://www.dps.state.al.us)

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry. The Online Sex Offender Registry is available at [www.gsiweb.net](http://www.gsiweb.net).

### Alaska

Agency Department of Public Safety  
Records and Identification Bureau

5700 East Tudor Road

Anchorage, AK 99507

(907) 269-5511 phone

(907) 269-5091 fax

Website [www.dps.state.ak.us](http://www.dps.state.ak.us)

Criminal Background Check Criminal background records are obtained through fingerprint checks.

Sex Offender Registry. The Sex Offender Registry hotline is (907) 269-5767.

### Arizona

Agency Arizona Department of Public Safety  
Attn: Applicant Clearance Card Team

Mail Code 2200

P. O. Box 6638

Phoenix, AZ 85005-6638

(602) 223-2223 phone

(602) 223-2972(Attn: Applicant Team 1) fax

Website [www.dps.state.az.us](http://www.dps.state.az.us)

Criminal Background Check Criminal background records are obtained through fingerprint checks.  
The Sex Offender Registry hotline is (602) 223-2876.

### **Arkansas**

Agency Arkansas State Police

Identification Bureau

#1 State Police Plaza Drive

Little Rock, AR 72209

(501) 618-8500

(501) 618-8404 fax

Website [www.aps.state.ar.us](http://www.aps.state.ar.us)

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry The Sex Offender Registry hotline is (501) 682-2222.

### **California**

Agency State of California

Department of Justice Record Security Section,

C-121 P. O. Box 903387

Sacramento, CA 94203-3870

(916) 227-2928

Website [www.caag.state.ca.us](http://www.caag.state.ca.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (860) 685-8060.

### **Colorado**

Agency Colorado Bureau of Investigations

690 Kipling Street, Suite 3000

Denver, CO 80215

(303) 239-4300 phone

Website [www.sor.state.co.us](http://www.sor.state.co.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (303) 239-4208. The online Sex Offender Registry is available at [www.sor.state.co.us](http://www.sor.state.co.us).

**Connecticut**

Agency State of Connecticut  
Department of Public Safety  
Attn: Bureau of ID, Records Section  
1111 Country Club Road  
PO. Box 2794  
Middletown, CT 06457-9294

(860) 685-8480 (for Name and Date of Birth Check)

(860) 685-8270 (for Fingerprint Check) Website [www.state.ct.usldpsl](http://www.state.ct.usldpsl)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (860) 685-8060.

The online Sex Offender Registry is available at [www.state.ct.usldps/SexOffenderRegistryNOTICE.htm](http://www.state.ct.usldps/SexOffenderRegistryNOTICE.htm)  
*Currently, information on registered sex offenders is only available to law enforcement personnel. This law is being appealed before the U.S. Supreme Court.*

**Delaware**

Agency Delaware State Police  
State Bureau of Identification  
1407 N. Dupont Highway  
Dover, DE 19901

(302) 739-5880

Website [www.state.de.us](http://www.state.de.us)

Criminal Background Check Criminal background records are obtained through fingerprint checks.

Sex Offender Registry The online Sex Offender Registry is [www.state.de.us](http://www.state.de.us).

**District of Columbia Agency Metropolitan Police Department**

Attn: Mail in Correspondence  
300 Indiana Ave. N.W., Room 3061  
Washington, DC 20001  
(202) 727-4245

Website [www.ci.washington.dc.us](http://www.ci.washington.dc.us)

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry The Sex Offender Registry hotline is (202) 727-4407.

**Florida**

Agency Florida Department of Law Enforcement  
P.O. Box 1489  
ATTN: USB (User Services Bureau)  
Tallahassee, FL 32302

(850) 410-8109

Website [www.2.fdle.state.fl.us](http://www.2.fdle.state.fl.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or on the internet.

Sex Offender Registry The Sex Offender Registry hotline is (850) 410.8572.

## **Georgia**

Agency Georgia Bureau of Investigations

3121 Panthersville Road

Decatur, GA 30034

(404) 244-2770

Website [www.ganet.org/gbi](http://www.ganet.org/gbi)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The online Sex Offender Registry is [www.ganet.org/gbi](http://www.ganet.org/gbi).

## **Hawaii**

Agency Hawaii Criminal Justice Data Center

465 South King Street

Room 101 Administration

Honolulu, HI 96813

(808) 587-3100

Website: [www.state.hi.us](http://www.state.hi.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (808) 587-3100.

## **Idaho**

Agency Idaho State Police

Attn: BCI (Bureau of Criminal Identifications)

P. O. Box 700

Meridian, ID 83642

(208) 884-7134

Website [www.isp.st.id.us](http://www.isp.st.id.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (208) 884-7305.

## **Illinois**

Agency Illinois State Police

Information and Technology Command

Bureau of Identification

260 North Chicago

Joliet, Illinois 60432-4075

(815) 740-5189

Website: [www.state.il.us/isp/isphpage.htm](http://www.state.il.us/isp/isphpage.htm)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (815) 740-5211.

## **Indiana**

Agency Indiana State Police, Central Repository

100 North Senate Avenue, Room N302

Indianapolis, IN 46202-259

(317) 232-8266

Website: [www.in.gov/lisp/lch](http://www.in.gov/lisp/lch)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (317) 232-2560.

### **Iowa**

Agency Iowa Division of Criminal Investigation

Bureau of Identification

Wallace State Office Building

Des Moines, IA 50319

(515) 281-5138

(515) 242-6876 fax

Website: [www.state.ia.us/govtldps/dci/crimhist.htm](http://www.state.ia.us/govtldps/dci/crimhist.htm)

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry The Sex Offender Registry hotline is (515) 281-4976.

### **Kansas**

Agency Kansas Bureau of Investigations

Criminal Justice Information Systems Division

Attn: Adult Records (NCJRC)

1620 S. W. Tyler

Topeka, KS 66612-1837

(785) 296-8200

Website: [www.kbi.state.ks.us](http://www.kbi.state.ks.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The online Sex Offender Registry is available at [www.kbi.state.ks.us](http://www.kbi.state.ks.us).

### **Kentucky**

Agency Kentucky State Police

Records Branch

1250 Louisville Road

Frankfort, KY 40601

(502) 227-8700

(502) 227-8734 fax

Website: Website is unavailable at this time.

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry The Sex Offender Registry hotline is (502) 227-8700.

The Sex Offender Registry is only available with a criminal Background check.

**Louisiana**

Agency Louisiana State Police  
Bureau of Criminal Identification and Information  
P.O. Box 66614, Mail Slip 18  
Baton Rouge, LA 70896-6614  
(225) 925-6095  
(225) 925-7005 fax  
Website: [www.state.la.us](http://www.state.la.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (225) 925-6100.

**Maine**

Agency State Bureau of Identification  
42 State House Station  
Augusta, ME 04333  
(207) 624-7009  
Website: [www.state.me.us](http://www.state.me.us)

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry The Sex Offender Registry hotline is (207) 624-7100.

**Maryland**

Agency Central Repository C.JIS  
P. O. Box 32708  
Pikesville, MD 21282-2708  
(410) 764-4501

Website: Website is unavailable at this time.

Criminal Background Check Criminal background records are obtained through fingerprint checks. Sex Offender Registry The Sex Offender Registry is available through a written request including name, address and reason for your request either faxed to (410) 653-5690 or e-mailed to [sor@dpscs.state.md.us](mailto:sor@dpscs.state.md.us).

**Massachusetts**

Agency Criminal History Systems Board  
Attn: CORI unit  
200 Arlington Street  
Chelsea, MA 02150  
(617) 472-2881 ext. 340  
Website: [www.state.ma.us/chsb](http://www.state.ma.us/chsb)

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry The Sex Offender Registry hotline is (978) 740-6400.



**Michigan**

Agency Michigan State Police CJIC

7150 Harris Dr.

Lansing, MI 48913

(517) 322-1956

Website: [www.michigan.gov](http://www.michigan.gov)

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry The Sex Offender Registry hotline is (517) 322-4939.

The online Sex Offender Registry is available at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us).

**Minnesota**

Agency Minnesota Department of Public Safety

Bureau of Criminal Apprehension

Criminal Justice Information Systems Section

1246 University Avenue

St. Paul, Minnesota 55104

(651) 642-0670

Website: [www.dps.state.mn.us](http://www.dps.state.mn.us)

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry The Sex Offender Registry phone number is (651) 603-6748.

The online Sex Offender Registry is available at [www.doc.state.mn.us](http://www.doc.state.mn.us).

**Mississippi**

Agency Mississippi State Department of Health

Child Care Facilities Licensure Central Office

P.O. Box 1700

Jackson, MS 39215

(601) 576-7613

Website: [www.msdh.state.ms.us](http://www.msdh.state.ms.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (800) 222-8000.

**Missouri**

Agency Missouri State Highway Patrol

Criminal Records and ID Division

P.O. Box 568

1510 East Elm St.

Jefferson City, MO 65102

(573) 526-6153

Website: [www.state.mc.us](http://www.state.mc.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry is available through your local sheriff's department.

**Montana**

Agency ID Bureau  
P. O. Box 201403  
Helena, MT 59620-1403  
(406) 444-3625

Website: Website is unavailable at this time.

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (406) 444-9479.

**Nebraska**

Agency Nebraska State Patrol  
Attn: CID  
P. O. Box 94907  
Lincoln, NE 68509  
(402) 471-4545

Website: [www.state.ne.us](http://www.state.ne.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (402) 471-8647.

**New Hampshire**

Agency New Hampshire State Police  
James Hayes Safety Building  
10 Hazen Drive  
Concord, NH 03305  
(603) 271-2538

Website: [www.state.nh.us](http://www.state.nh.us)

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry The Sex Offender Registry hotline is (603) 271-2663.

**New Jersey**

Agency New Jersey State Police  
Records and Identification Section  
P. O. Box 7068 West Trenton, NJ 08625-0068  
(609) 882-2000

Website: [www.state.nj.us](http://www.state.nj.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (609) 882-2000.

**New Mexico**

Agency Department of Public Safety  
4491 Cerrillos Rd.  
Santa Fe, NM 87504  
(505) 827-9181  
Website: [www.state.nm.us](http://www.state.nm.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (505) 827-9181.

**New York**

Agency Office of Court Administration  
Criminal Search Intake Unit  
25 Beaver Street  
New York, New York 10004  
(212) 428-2810  
Website: [www.courts.state.ny.us](http://www.courts.state.ny.us)

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry The Sex Offender Registry hotline is (900)288-3838.

**North Carolina**

Agency State Bureau of Investigation  
North Carolina Department of Justice  
P. O. Box 29500  
Raleigh, NC 27626-0500  
(919) 662-4500  
Website: [www.state.nc.us](http://www.state.nc.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The online Sex Offender Registry is available at <http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>.

**North Dakota**

Agency North Dakota Bureau of Criminal Investigations  
Criminal Records Section  
4205 State Street (zip code is 58503)  
P.O. Box 1054  
Bismarck, ND 58502-1054  
(701) 328-5500  
Website: [www.ag.state.nd.us](http://www.ag.state.nd.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (701) 328-5500.

## **Ohio**

Agency Ohio Bureau of Criminal Identification

P.O. Box 365

London, OH 43140

(740) 845-2000

Website: [www.state.oh.us](http://www.state.oh.us)

Criminal Background Check Criminal background records are obtained through fingerprints Sex Offender Registry The Sex Offender Registry is only available with a criminal background check.

## **Oklahoma**

Agency Oklahoma State Bureau of Identification

Criminal History Reporting

6600 North Harvey, Building 6, Suite 140

Oklahoma City, OK 73116

(405) 879-2528

Website: [www.osbi.state.ok.us](http://www.osbi.state.ok.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Hotline is (405) 228-20

## **Oregon**

Agency Oregon State Police, Attn: Open Records, Unit 11

P.O. Box 4395

Portland, OR 97208-4395 (503) 378-3070

Website: [www.osp.state.or.us](http://www.osp.state.or.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

The Sex Offender Registry The Sex Offender hotline is (503) 378-3720.

## **Pennsylvania**

Agency Pennsylvania State Police

Records and Identification Division

1800 Elmerton Avenue

Harrisburg, PA 17110

(717) 783-5492

Website: [www.state.pa.us](http://www.state.pa.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (717) 705-4253.

## **Rhode Island**

Agency Department of Attorney General Office Attn: BCI

150 South Maine Street

Providence, RI 02903

(401) 421-5268

Website: [www.state.ri.us](http://www.state.ri.us)

Criminal Background Check Criminal background records are obtained through name and date of birth checks. Sex Offender Registry The Sex Offender Registry hotline is (401) 421-5268 ext.2288

**South Carolina**

Agency SLED(State Law Enforcement Division)

Attn: Records

P. O. Box 21398

Columbia, SC 29221

(803) 737-9000

Website: [www.sled.state.sc.us](http://www.sled.state.sc.us)

Criminal Background Check Criminal background records are obtained through name and date of birth checks.

Criminal background records can be obtained online at [www.sled.state.sc.us](http://www.sled.state.sc.us).

Sex Offender Registry The online Sex Offender Registry is available at [www.sled.state.sc.us](http://www.sled.state.sc.us).

**South Dakota**

Agency Division of Criminal Investigation

Identification Section

500 East Capital

Pierre, SD 57501-5070

Website: [www.state.sd.com](http://www.state.sd.com)

Criminal Background Check Criminal background records are obtained through fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (605) 773-3331.

**Tennessee**

Agency Tennessee Bureau of Investigation

Records and Identification Unit - Applicant Processing

901 R. S. Gaas Blvd.

Nashville, TN 37216

(615) 744-4000

Website [www.tbi.state.tn.us](http://www.tbi.state.tn.us)

Criminal Background Check Criminal background records are obtained through fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (615) 744-4000.

**Texas**

Agency Texas Department of Public Safety

Crime Records Division

P.O. Box 4143

Austin, Texas 78765

(512) 424-5664

Website: [www.txdps.state.tx.us](http://www.txdps.state.tx.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline (512) 424-2279.

**Utah**

Agency Utah Department of Criminal Identification

3888 W. 5400 South

Salt Lake City, UT 84114-8280

(801) 965-4569

Website: [www.bci.utah.gov](http://www.bci.utah.gov)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (801) 538-4003.

**Vermont**

Agency Vermont Criminal Information Center

Department of Public Safety

103 South Main Street

Waterbury, VT 05671-2101

(802) 244-8727

Website [www.dps.state.vt.us](http://www.dps.state.vt.us)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (802) 241-5400.

**Virginia**

Agency Virginia State Police

7700 Midlophian Turnpike

Richmond, VA 23235

(804) 674-2000

Website: [www.virginiatrooper.org](http://www.virginiatrooper.org)

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (804) 674-2000.

**Washington**

Agency Washington State Patrol

Identification and Criminal History Section

P. O. Box 42633

Olympia, WA 98504-2633

(360) 705-5100

Website: <https://lwatch.wsp.wa.gov>

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry is available through your local sheriff's department.

**West Virginia**

Agency West Virginia State Police

Criminal Identification Bureau

Records Section

725 Jefferson Road

South Charleston, WV 25309

(304) 746-2100

Website: [www.wvstatepolice.com](http://www.wvstatepolice.com)

Criminal Background Check Criminal background records are obtained through fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline (304) 746-2133.

**Wisconsin**

Agency Crime Information Bureau

Record Check Unit

P.O. Box 2688

Madison, WI 53701 -2688

(608) 266-5764

Website: <http://wi-recordcheck.org>

Criminal Background Check Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline (800) 398-2403.

**Wyoming**

Agency Division of Criminal Investigation

316 West 22nd St.

Cheyenne, WY 82002

(307)777-7523

Website: [www.wy.state.us](http://www.wy.state.us)

Criminal Background Check Criminal background records are obtained through fingerprint checks.

Sex Offender Registry The Sex Offender Registry hotline is (307) 777-7809.

## Exhibit B

### Sample Screening Statement

Have you ever:

- Been arrested for, or convicted of, any crime involving child abuse and/or neglect, or had any such conviction expunged?  Yes  No
- Been charged with child sexual abuse in a civil proceeding?  Yes  No
- Committed an act of child sexual abuse?  Yes  No
- Been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism (except where such inquiry is prohibited or limited by applicable laws or regulations)?  
Yes  No

Has any other member of your household:

- Been arrested for, or convicted of, any crime involving child abuse and/or neglect, or had any such conviction expunged?  Yes  No
- Been charged with child sexual abuse in a civil proceeding?  Yes  No
- Committed an act of child sexual abuse?  Yes  No
- Been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism (except where such inquiry is prohibited or limited by applicable laws or regulations)?  
Yes  No

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



*Exhibit C*

*Sample Policy Acknowledgement Form*

I certify that I have read (check all that apply):

- the \_\_\_\_\_  
(Name of church)  
Prevention of Child Abuse Policy and/or
- the Diocesan Policy Manual on the Protection of Children

I further certify that I will abide by the provisions of this policy as long as I am an employee/volunteer of the church.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Exhibit D  
Application*

**NAME OF THE CHURCH** \_\_\_\_\_

*Application, Code of Conduct, Acknowledgment and Release Signature*

Instructions: *Please complete all of the questions accurately and fully; attach additional sheets if needed.*

Today's date: \_\_\_\_\_

**PERSONAL DATA**

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at current address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Best time to contact you: \_\_\_\_\_

Email address: \_\_\_\_\_

Driver license number: \_\_\_\_\_ STATE: \_\_\_\_\_

Social Security number: \_\_\_\_\_

Are you legally eligible to work in this country?    Yes    No

*Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form 1-9 as required by the Immigration Reform and Control Act.*

Please list your addresses in the past five years:

_____	_____
_____	_____
_____	_____

For what position are you applying?

\_\_\_\_\_  
\_\_\_\_\_

What interests you about the position for which you are currently applying?

\_\_\_\_\_

What has prepared you for the position for which you are currently applying?

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**EMPLOYMENT HISTORY (PLEASE COMPLETE FOR YOUR PRIOR EMPLOYERS, COVERING THE PAST 10 YEARS)**

CURRENT EMPLOYER      Company Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Immediate Supervisor Name: \_\_\_\_\_  
Immediate Supervisor Name Phone: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Date of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

PREVIOUS EMPLOYER      Company Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Immediate Supervisor Name: \_\_\_\_\_  
Immediate Supervisor Name Phone: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Date of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

PREVIOUS EMPLOYER      Company Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Immediate Supervisor Name: \_\_\_\_\_  
Immediate Supervisor Name Phone: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Date of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Previous Employer

Company Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Immediate Supervisor Name: \_\_\_\_\_  
Immediate Supervisor Name Phone: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Date of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**VOLUNTEER EXPERIENCE** (Include all experience working with youth or children)

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Dates: from \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Have you ever been accused of physically, sexually or emotionally abusing a child or adult?

Yes     No

If yes, please explain below:

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**EDUCATIONAL HISTORY** School Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Type of School: \_\_\_\_\_  
Program or Degree: \_\_\_\_\_  
Program Completed?: \_\_\_\_\_

School Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Type of School: \_\_\_\_\_  
Program or Degree: \_\_\_\_\_  
Program Completed?: \_\_\_\_\_

School Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Type of School: \_\_\_\_\_  
Program or Degree: \_\_\_\_\_  
Program Completed?: \_\_\_\_\_

**PROFESSIONAL / CIVIC REFERENCES**

Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Known how long? : \_\_\_\_\_  
Relationship to you : \_\_\_\_\_

**PROFESSIONAL / CIVIC REFERENCES CONTINUED**

Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Known how long? : \_\_\_\_\_  
Relationship to you : \_\_\_\_\_

**PERSONAL REFERENCES**

Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Known how long? : \_\_\_\_\_  
Relationship to you : \_\_\_\_\_

Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Known how long? : \_\_\_\_\_  
Relationship to you : \_\_\_\_\_

Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Known how long? : \_\_\_\_\_  
Relationship to you : \_\_\_\_\_

## CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

*Please read and initial each item to signify your agreement to comply with the statement.*

- \_\_\_\_\_ I to prevent abuse and neglect among children and youth involved in church activities and services.
- \_\_\_\_\_ I agree not to physically sexually or emotionally abuse or neglect a child or youth.
- \_\_\_\_\_ I agree to comply with the Policy for General Conduct for the Protection of Children and Youth defined in the Policies for the Protection of Children and Youth from Abuse.
- \_\_\_\_\_ I agree to comply with the Standards for Appropriate Affection with children and youth.
- \_\_\_\_\_ In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations.
- \_\_\_\_\_ I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the Policies for the Protection of Children and Youth from Abuse.
- \_\_\_\_\_ I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

## ACKNOWLEDGMENT, RELEASE AND SIGNATURE

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen.

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize **the NAME OF CHURCH to** request and receive such information.

If hired or chosen, I agree to be bound by the \_\_\_\_\_ (**NAME OF THE CHURCH**) policies and procedures, including but not limited to its Policies for the Protection of Children and Youth from Abuse and Code of Conduct for the Protection of Children and Youth. I understand that these may be changed, withdrawn, added to or interpreted at any time at the **NAME OF THE CHURCH** sole discretion and without prior notice to me. I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of the **NAME OF CHURCH** or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and the **NAME OF THE CHURCH** for employment, volunteering or the providing of any benefit.

I have read and understand the above provisions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*Exhibit E*  
*Sample form for Report of Suspected Child Abuse*

**Confidential: Keep completed form in locked file**

**Information Regarding the Person Suspected of Child Abuse:**

Name of suspected abuser: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Title/relationship to the church (if any):

\_\_\_\_\_

**Information Regarding Suspected Victim(s):**

Name of suspected victim: \_\_\_\_\_

Age: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Relationship to the church: \_\_\_\_\_

Name of any other suspected victim: Age: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Relationship to the church: \_\_\_\_\_

This sample form is provided as one possible resource. The church should consult with its legal counsel before implementing this specific form and regarding its use and maintenance in specific circumstances.

***Confidential: Keep completed form in locked file  
Information Regarding Incident(s) of Suspected Child Abuse:***

How did you become suspicious of possible abuse?

Describe any physical evidence of the suspected abuse:

Describe each incidence of suspected sexual abuse, including the type of abuse, date(s), time(s), and location(s) of suspected abuse:

Name any eyewitness to each suspected abuse incident (additional information regarding witnesses is sought below), and describe how that witness viewed the event:

- 
-

**Confidential: Keep in completed form in locked file**  
**Information Regarding Witnesses to Suspected Child Abuse:**

Name of witness: \_\_\_\_\_

Age of witness: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Relationship to the church: \_\_\_\_\_

Name of additional witness: \_\_\_\_\_

Age of witness: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Relationship to the church: \_\_\_\_\_

**Information Regarding Person(s) to Whom Suspected Abuse was Reported:**

Name and title of church official to whom the abuse initially was reported (for example, Sunday School teacher, Rector, etc.):

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Date that initial report was made: \_\_\_\_\_

Name and title of the person making the initial report to the church official:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Relationship to the church (if any):

\_\_\_\_\_

**Confidential: Keep completed form in locked file**

**Was the suspected abuse reported to Child Protective Services (“CPS”)?**

If yes, state the date the report was made to CPS: \_\_\_\_\_

Name and title of person reporting to CPS: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Name of CPS worker contacted: \_\_\_\_\_

CPS contact’s telephone number: \_\_\_\_\_

**Was the suspected abuse reported to police?**

If yes, state the date the report was made to police: \_\_\_\_\_

Name and title of person reporting to police: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Police department and contact person: \_\_\_\_\_

Police contact’s telephone number: \_\_\_\_\_

**Were the parents notified?**

If yes, the date parents were notified: \_\_\_\_\_

Name and title of person notifying parents: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Parents’ names: \_\_\_\_\_

Parents’ address: \_\_\_\_\_

**Confidential: Keep completed form in locked file**

Parents' telephone (home/work/cell): \_\_\_\_\_

**Was suspected abuse reported to the Diocese via telephone?**

If yes, the date report was made to the Diocese: \_\_\_\_\_

Name and title of person reporting to the Diocese: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Diocese contact person: \_\_\_\_\_

Diocese contact's telephone: \_\_\_\_\_

**Is a copy of this completed report being sent to the Diocese?**

If yes, state date when report is being sent: \_\_\_\_\_

Name and title of person sending report to the Diocese: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Diocese contact person to whom report is being sent: \_\_\_\_\_

**Any other information which may be helpful to the investigation:**

**Confidential: Keep completed form in locked file Information Regarding Person Completing this Form:**

Name and title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home/work/cell): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## *Exhibit F*

### *Implementing MinistrySafe*

MinistrySafe is an extensive safety system designed to reduce the risk of child sexual abuse in your congregation. Ministry Safe provides on-line child sexual abuse awareness training, has sample policies and procedures that can be tailored to your particular situation, and provides training in skillful screening and guidelines for monitoring and oversight of the program. This program has been endorsed by the Anglican Church in North America and is its **minimum** standard.

#### **Cost Involved:**

\$250/year membership

\$11.95 per screening

#### **How Ministry Safe works:**

1. Members have access to an online control panel for their particular congregation. This enables you to monitor all your staff and volunteers who should take the training.
2. The email of each person who is to take the training is entered. A link is automatically sent to that person. The link never expires; a person can view the training videos as often as he likes. However, one can only take the test and pass once. The link is specific to that person's records so cannot be shared. Once a person has passed the test, a certificate of completion is automatically sent to the individual and the administrator. The Control panel is automatically updated.
3. Members also have access to resources:
  - A policy and procedure manual
  - Sample application forms for volunteers and staff
  - Sample Interview form
  - Interview instructions
  - Description of high- and low-risk responses
  - Cover letter asking for references
  - Reference forms for use by mail and for use by telephone

#### **Signing up with Ministry Safe**

1. Administrator should go to [www.ministrysafe.com](http://www.ministrysafe.com).
2. Click on "Programs at the side panel, then "Churches" on the following page. There is information here including a demo video of what Ministry Safe offers. If you're ready to join, click on the link "Becoming a Ministry Safe member" at the bottom of the page, or the tab on the left hand side, "Begin Today" and follow the prompts.
3. You will be asked to pick a user name and password.
4. **Note: If your church is sponsoring a church plant, simply add it as a separate department.**

**Suggestions on how to Implement Ministry Safe as a training tool in your congregation:**

1. Each congregation should appoint an administrator who will manage users.
2. A committee should also be formed to review the DMA policy and procedure manual and adapt it for your congregation. Check with an attorney to make sure that guidelines and reporting procedures conform to your state.
3. We strongly recommend that churches hold a training session where the group watches the video together before entering their names with MinistrySafe. Please be aware that this video could be traumatic or open old wounds for someone who has experienced abuse. There should be someone present who can give counsel or refer that person for further counseling if needed.
4. The second part of the training session should include going over the DMA policy and procedure manual and discussing how this will be implemented in your church. Everyone should understand these procedures and how they are to be implemented and sign an agreement to that effect.
5. Each individual would then be entered into the MinistrySafe System and receive his own link to the video and test. They may choose to re-watch the video or just go ahead and take the test. The link should be saved as it is always available should the person wish to review it. The test consists of 25 multiple-choice questions.