Employee Live Scan Verification Form

Please fill out the top portion of this form, attach a copy of the Live Scan and return to the Safe Environment Department.

kschloemann@scd.org
Fax (916) 733-0195

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Initial</th>
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| Parish/School Site, City | Phone and Fax |

| Date Live Scan completed | ATI Number (from Live Scan Form) |

To be completed by the Safe Environment Department and returned to the parish or school.

☐ Employee

DoJ and FBI clearance

☐ Clearance Received

☐ DoJ Date

☐ FBI Date

☐ Delay

Notes: __________________________________________

In addition to Live Scan fingerprinting a separate background check needs to be conducted on any potential employee that has applied for a position involving the following:

1. Will have signing authority on a bank account maintained by a parish, school, or diocesan entity.
2. Will handle cash or checks on a regular basis as part of the job duties for the position.
3. Will hold a position involving or having access to financial activities or operations.

For this additional background check, please contact Lay Personnel - (916) 733-0239