



# DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0237 • Fax 916/733-0195

Safe Environment

## EMPLOYEE LIVE SCAN VERIFICATION FORM

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

[kschloemann@scd.org](mailto:kschloemann@scd.org)

Fax (916) 733-0195

Last Name	First Name	Initial
-----------	------------	---------

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 \_\_\_\_\_ Safe Haven Training \_\_\_\_\_

DoJ Date \_\_\_\_\_

FBI Date \_\_\_\_\_

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