Safe Environment

DIOCESE OF SACRAMENTO

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

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 both forms to the Safe Environment Department.

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

Last Name First Name Initial

Parish/School Site, City Phone and Fax

Role/Position/Title: _____

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 _____
☐ DoJ Date _____
☐ FBI Date _____ Anti-Sexual Harassment _____

Notes: _____

In addition to Live Scan fingerprinting a separate background check needs to be conducted on any potential employee or volunteer 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 having access to proprietary or confidential information or records.
4. Will hold a position involving or having access to financial activities or operations.
5. Will hold a position that will require them to operate a company vehicle.

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