



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 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.

<input type="checkbox"/> EMPLOYEE	DoJ and FBI clearance	Financial Background _____
<input type="checkbox"/> Clearance Received	_____	References Verified* _____
<input type="checkbox"/> DoJ Date	_____	Safe Haven _____
<input type="checkbox"/> FBI Date	_____	Sexual Harassment _____
		Mandated Reporter** _____
		*for School Personnel
		** if applicable to position

In addition to Live Scan fingerprinting a separate financial 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