

## St. Therese Church

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## Criminal Background Check

### \*\* Directions \*\*

Revised: December 22, 2010

**All Parish & School Volunteers who work with children need to go through a criminal background check. However, fingerprints are no longer necessary; an online search will be done with your name, address and social security number.**

#### STEP by STEP INSTRUCTIONS:

1. **Start with the Proper Form:** Use the *Diocese of Paterson Consent Disclosure Form*.
2. **Review** all 4 pages and complete and **SIGN the first 2 pages**.
3. **Send the first 2 pages only** to St. Therese Rectory. You may
  - a. Mail or Bring your forms to 7 Hunter Street, Succasunna, NJ 07876
  - b. Fax your forms to 973-584-0684
  - c. Scan your forms and e-mail them to: [stthereseoffice@optonline.net](mailto:stthereseoffice@optonline.net)
4. **Fees:** Volunteers are \$6.25. St. Therese is billed directly for the Background Check by a company called Sterling Infosystems. If you can help us defray these costs, please send us a check (payable to St. Therese) along with your signed forms - we thank you most gratefully for your donation.
5. **Notification:** we will have results back immediately upon our entering the information into our computer system. You will only be notified if there is a problem. If there is a conviction on record you will be given the opportunity to get a copy of the criminal record and appeal or discuss this matter with both the pastor and the Diocesan Attorney.