

# LAITY : Frequently Asked Questions About the LAITY Background Check Requirement

## 1. *How do we use the new website?*

<https://screening.lexisnexis.com/specialty/appindex.php?customer=14557>

**OPTION 1.** Laity can perform their own background checks from the comfort and security of their own home. Laity can pay the \$15.00 fee with their credit or debit card. Just give the above link to your laity and let them use the website. This process takes 3 days to a week. The laity then can bring to the church a written copy of their completed background check. (This copy has the last four digits of their SS# xxxx over for security reasons.)

**OPTION 1.** Churches can perform background checks on laity by using this website if they wish. Churches can download the laity authorization form **for laity** [PDF](#) [Word](#) and have laity complete the form and return to the church. The church can then process the background checks using the above website paying with a credit card or debit card.

## 2. *What items will be included in the background check?*

The items are:

- Identity Verification: Verify that the name, address and social security number match.
- Address Summary: last 5- 7 known addresses where the person lived.
- County Summary: last 5 – 7 known counties in which the person lived.
- Federal District Summary: last 5 – 7 known Federal Districts in which the person lived.
- Additional names: Other names identified with this person. (ex: maiden name)
- National Criminal / Multi-state Sex Offender Search: Accesses criminal conviction, sexual offender registry, and department of corrections records across the United States.
- Criminal Records Search: A search of the county court records where the person currently resides.

## 3. *Who is authorized to review the background information obtained from the above sources?*

The Church Council has the authority to designate who in the church will review the background checks. The recommendation is the PPRC with the Pastor. The PPRC is charged with confidentiality in all of its deliberations, and this should be treated in the same manner.

If your church has a Safe Sanctuaries task force, the Church Council may designate that body.

Again, confidentiality is to be strictly adhered to in this matter.

**4. *What will happen after the background check is reviewed?*** The designated body will review each report and proceed with step 1 or step 2 below:

**Step 1. If the report has no discrepancies,** a copy should be placed in a secure file in the church office.

**Step 2. If the report has discrepancies,** the report and letter (indicating there is a discrepancy) should be reviewed with the individual and the pastor. The pastor and the individual will work out what needs to happen to resolve the discrepancy, or the individual may refrain from ministry with children and youth. Again, confidentiality is to be strictly adhered to in this matter.

## 5. *Will the paper reports be saved after they are reviewed?*

T:\GNJ WEB SITE\My Webs\SafeSanctuaries\FAQs for laity background checks.doc

The copy of the report should be stored in a secure file in the church office, with the PPRC Chairperson, or the Safe Sanctuaries Chairperson.

**6. *Is there a cost to the applicant?*** Yes, there is a \$15.00 for processing the background check.

**7. *Do outside groups using our church have to perform background checks on their people?*** Yes, if they work directly with children, youth or vulnerable adults. If they do not work directly with children or youth, they should be informed of your church's Safe Sanctuaries policy. If they meet on the same day or night that children and youth are in your church building, they should make every attempt to monitor their people and keep them separate from the children and youth. The leaders of these groups should be the last to leave making sure all of their people are gone from the church building and grounds.