



Mission Hills Church

Volunteer Packet

Thank you for volunteering at Mission Hills Church! We are committed to keeping our campus safe for children and therefore require all volunteers to be live scanned. This packet contains the forms that will need to be completed, as well as information about the Live Scan process. If you have any questions, please talk to your ministry leader.

Packet Contents:

- Live Scan FAQs
- Live Scan Form (complete and take to Live Scan Facility). This only needs to be completed one time for Mission Hills Church.
- Cal VECHS Waiver Agreement for Release of Criminal Live Scan Waiver (sign and return to Ministry Leader or Marjie Richardson).
- Notice of Live Scan Results (sign and return to Ministry Leader or Marjie Richardson). This will need to be signed annually.
- Subsequent Arrest Notifications Policy – copy for your records.

If you have any questions or concerns, please talk to your ministry leader or contact Marjie Richardson at 760-759-2248 or mrichardson@missionhillschurch.org.

MHC Live Scan FAQs

What is Live Scan?

Live Scan is technology used to capture fingerprints by electronic means. These fingerprints are sent to the FBI and Department of Justice to be compared to criminal databases throughout the country. This is the best way for Mission Hills Church to determine whether a volunteer has a criminal conviction history.

How long does Live Scan take?

Usually 10-20 minutes from start to finish.

I am volunteering my time. So, why do I have to be Live Scanned?

Mission Hills Church takes the responsibility for protecting our children very seriously. Because Live Scan is such an effective part of any criminal background check, we are committed to providing these services for all our volunteers and staff. California AB 506 requires a background check using the Live Scan process.

Do I need to do Live Scan again when I have already done it somewhere else?

Yes. Organizations who use Live Scan are not allowed to share the Live Scan information with anyone else. The Department of Justice doesn't allow Live Scans to be transferrable to other organizations. Even though you may have been Live Scanned somewhere else, Mission Hills Church will need to perform their own Live Scan.

Where can I get live scanned?

Mission Hills Church has a billing account with Cal Auto License. Please confirm their business hours with them before going.

Cal Auto License (Across from Home Depot on San Marcos Blvd)
439 W. San Marcos Blvd, Ste B, San Marcos 92069
760-752-1072

What will Live Scan cost me?

Nothing. Mission Hills Church will be covering all the Live Scan costs which are completed at Cal Auto License.

Who is going to see my personal information/Live Scan results?

In accordance with state law, Mission Hills Church is not allowed to share Live Scan information with anyone outside the backgrounding process. Mission Hills Church staff who are not authorized by the Department of Justice will not see your information. They are merely informed whether each applicant is cleared to work with adults and/or children. The Department of Justice Custodian of Records are the only MHC staff members authorized to review your Live Scan results.

What if I have something in my background? Does this mean I cannot volunteer?

Not necessarily. If a former conviction is revealed during your Live Scan/background check, there are many factors to be considered. With the wide variety of service opportunities at Mission Hills Church, it is likely that we'll be able to find a good service fit for you.



REQUEST FOR LIVE SCAN SERVICE
(California Volunteer and Employee Criminal History Service)

Applicant Submission

AT187 _____ Volunteer
ORI (Code assigned by DOJ) _____ Authorized Applicant Type

NCPA/VCA _____
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Mission Hills Church, Inc. _____ 26839
Agency Authorized to Receive Criminal Record Information _____ Mail Code (five-digit code assigned by DOJ)
400 Mission Hills Court _____ Marjorie Richardson
Street Address or P.O. Box _____ Contact Name (mandatory for all school submissions)
San Marcos _____ CA _____ 92069 _____ (760) 759-2248
City _____ State _____ ZIP Code _____ Contact Telephone Number

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
Other Name: (AKA or Alias) _____
Last Name _____ First Name _____ Suffix _____
Sex ☐ Male ☐ Female
Date of Birth _____ Driver's License Number _____
Height _____ Weight _____ Eye Color _____ Hair Color _____ Billing Number _____
Place of Birth (State or Country) _____ Social Security Number _____ (Agency Billing Number)
Address for _____ Misc. _____
Receiving _____ Number _____ (Other Identification Number)
Copy of _____ City _____ State _____ ZIP Code _____
Criminal _____
History _____

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number: _____
(Must provide proof of rejection) Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name _____
Street Address or P.O. Box _____ Telephone Number (optional) _____
City _____ State _____ ZIP Code _____ Mail Code (five digit code assigned by DOJ) _____

Live Scan Transaction Completed By:

Name of Operator _____ Date _____
Transmitting Agency _____ LSID _____ ATI Number _____ Amount Collected/Billed _____



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)



**CalVECHS WAIVER AGREEMENT
FOR RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION**

Pursuant to the Penal Code section 11105.3 and the National Child Protection Act, as amended by the Volunteers for Children Act, this form must be completed and signed by every current or prospective applicant, employee, or volunteer, for whom criminal offender record information (CORI) is requested by a qualified agency under these laws.

I hereby authorize Mission Hills Church, Inc

Name of Qualified Agency

to submit a set of my fingerprints to the California Department of Justice for the purpose of accessing and reviewing state and federal CORI that may pertain to me. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any state and federal CORI that may pertain to me to the qualified agency.

I understand that, until the CORI background check is completed, the qualified agency may choose to deny me unsupervised access to children, the elderly, the handicapped, or the mentally impaired. I further understand that if the information is the basis for an adverse decision, the qualified agency will expeditiously provide me a copy of the CORI background check report, and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

☐ Yes, I have (OR) ☐ No, I have not been convicted of or pled to a crime.

If yes, please describe the crime(s) and the particulars:

I am a current or prospective (circle one): Applicant / Employee / Volunteer

Signature _____ Date _____

Printed Name _____

Address for receiving copy of criminal history _____

To Be Completed By Qualified Agency: _____

Agency Name Mission Hills Church, Inc _____

Address 400 Mission Hills Court, San Marcos, CA 92069 _____

Telephone 760-759-2233 _____

Note: This document must be retained by the qualified agency for audit purposes.



Notice of Live Scan Results (California)

Mission Hills Church

Date:

Subject: Your Right to Access California DOJ and Federal FBI Live Scan Results

Dear _____,

As an administrator, employee, or regular volunteer of a youth service organization, or as an applicant for any such position, you must undergo a California DOJ and FBI Live Scan criminal history check pursuant to CA Business and Professions Code § 18975 and CA Penal Code § 11105.3 to determine your suitability for employment or volunteer service at Mission Hills Church.

Mission Hills Church is committed to ensuring transparency and compliance with all legal regulations related to the use of Live Scan fingerprinting and access to Criminal Offender Record Information (CORI) from the DOJ and the FBI. As part of this commitment, we would like to remind you of your legal rights under California law and federal regulations.

Your Rights Regarding Live Scan Results

1. **Access to Your Results:** You have the right to request and obtain a copy of your California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal background check results that were processed through the Live Scan system. This includes any information used during the employment screening process.
2. **Correction of Errors:** If you believe that there is an error in your Live Scan report, you also have the right to challenge the accuracy of the information provided. Instructions for correcting your records will be included with your report.
3. **Confidentiality:** Please rest assured that all background check information remains confidential and is used solely for authorized purposes in compliance with all legal requirements.

Your Rights to Request or Challenge Your Criminal History Results

A request to receive a copy of, review, challenge, or correct the accuracy or completeness of a criminal history record is processed directly through the CA DOJ and the FBI. Only you may request your own records; requests by third parties will not be processed. The role of {employer/organization name} is limited to informing you of your rights. (See Title 28, Code of Federal Regulations (CFR), Part 16, Subpart C, § 16.34)

- **Federal** - To obtain your Identity History Summary (or proof that none exists) listing certain information taken from fingerprint submissions kept by the FBI, visit:
<https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks>
- **California** - To obtain your Criminal History Summary Record maintained by CA DOJ, visit:
<https://oag.ca.gov/fingerprints/record-review>

FOR EMPLOYMENT APPLICANTS ONLY: Pursuant to CA Penal Code § 11105(t), if you are an

employment applicant and your criminal record information is a basis for an adverse employment decision, we will promptly provide you with a copy of your CORI either in person or delivered to your last contact information (email or postal address). This does NOT apply to volunteer candidates or to candidates not hired for reasons other than CORI.

Additional Resources

For more information about your rights, consult the following resources:

- **CA Penal Code § 11105:** Governs the disclosure of criminal records
- **Federal Fair Credit Reporting Act (FCRA):** Provides guidelines for accessing and correcting criminal records

We are here to assist you throughout this process and will be happy to answer any questions you may have.

Sincerely,

Sincerely,
Marjie Richardson
Director of Administration
Mission Hills Church
mrichardson@missionhillschurch.org
760-759-2248

EMPLOYEE / VOLUNTEER ACKNOWLEDGEMENT

I acknowledge receipt of the above **NOTICE OF LIVE SCAN RESULTS** and my understanding that I have the right:

- to receive from Mission Hills Church a copy of my CORI if (1) I am an employment applicant, and (2) CORI was a basis for an adverse employment decision
- to obtain a copy of any background screening report, including the criminal history records, if any, contained in the report
- to challenge the accuracy and completeness of any information contained in any such report
- to obtain a determination as to the validity of such a challenge before a final determination regarding the person is made by the human resource agency or employer reviewing the criminal history information

Printed Name of Employee/Volunteer: _____ Date: _____

Signature of Employee/Volunteer: ✕ _____



Subsequent Arrest Notifications Policy

Mission Hills Church

Purpose

This policy outlines our ministry standards regarding the ministry's ongoing monitoring of Live Scan Criminal Offender Record Information (CORI). Pursuant to California regulations (Business and Professions Code §18975 and Penal Code §11105.3), the ministry as a youth service organization requires all its regular volunteers to undergo a Live Scan criminal history check as a condition of volunteer service. The intent is to ensure adequate background screening of workers to protect vulnerable populations and to safeguard the ministry.

Scope

This policy applies to all volunteers across all ministry departments.

Subsequent Arrest Notifications

- Not only must all regular volunteer candidates have consented to and completed a Live Scan fingerprint criminal history check of state (DOJ/Department of Justice) and federal (FBI/Federal Bureau of Investigations) records as a condition of hire, but all volunteers, throughout the duration of their volunteer service, must additionally consent to ongoing monitoring via the ministry's subscription to DOJ's Subsequent Arrest Notification Reports. This essentially means the ministry and its authorized representatives will access information regarding past and present criminal charges, convictions, and/or other legal matters that may be relevant to volunteer service by the organization. Any information will be gathered and used solely for volunteer service purposes and to ensure compliance with applicable laws, regulations, and workplace policies.
- The organization will promptly notify DOJ via a "No Longer Interested" (NLI) notification when the volunteer separates from volunteer service, and the ministry, therefore, no longer has a current authorizing relationship with the person.

Live Scan Annual Waiver

Annually, volunteers must sign a Consent to Obtain Criminal History Information form authorizing the organization to access and review DOJ (State) and FBI (Federal) Criminal Offender Record Information (CORI) concerning the volunteer for the purpose of maintaining workplace safety and compliance pursuant to legal requirements under §11105.3 of the California Penal Code.

Refusal or Failure to Sign Annual Waiver

A volunteer's refusal or failure to sign and submit this form as required will result in the volunteer's termination as the ministry will be unable to maintain verification of the volunteer's criminal history status and, therefore, the volunteer's suitability for continued volunteer service.

Volunteer's Right to Access Criminal History Report

- Volunteers on whom the ministry has conducted a Live Scan fingerprint criminal history check may request a copy of their criminal history report from DOJ or FBI.
- Volunteers additionally have a right to challenge the accuracy and completeness of such report(s).
- To access or challenge federal (FBI) reports: <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks>
- To access or challenge California (DOJ) results: <https://oag.ca.gov/fingerprints/record-review>

Questions and Clarifications

This policy helps maintain the integrity, safety, and protection of the ministry and its participants as well as informs volunteers of the rights to access and challenge their criminal history reports. Any questions regarding this policy should be directed to the Human Resources (HR) department. The HR department is responsible for providing clarification and ensuring that all volunteers understand and comply with this policy.