



CalVECHS / RAP Back Enrollment

What is CalVECHS?

CalVECHS enrollment is a **required extension of California Assembly Bill 506 (AB 506)**, which mandates fingerprint-based background checks for individuals working with minors in youth-serving organizations. To remain compliant with state law and to ensure the highest standards of safety and accountability, participation in the CalVECHS program is **mandatory for all affiliated churches and ministries within The SoCal Network**.

CalVECHS (California Volunteer & Employee Criminal History Service), administered by the California Department of Justice, allows qualified organizations serving children, the elderly, or individuals with disabilities to access both **California and federal criminal history information**, including out-of-state records from the FBI. Without CalVECHS, non-government organizations only receive a limited federal background check response rather than full federal criminal history details. CalVECHS is authorized under **California Penal Code §11105.3** and the **National Child Protection Act**.

As part of CalVECHS enrollment, ministries are also required to enroll in:

- California SAN (Subsequent Arrest Notification & Disposition) Service**
- Federal RAP Back (Record of Arrest & Prosecution) Service**

Federal RAP Back became available in California on April 9, 2026, and monitors only individuals fingerprinted after a ministry's RAP Back subscription becomes active.

Federal RAP Back provides continuous monitoring of out-of-state arrests and criminal case dispositions, rather than a one-time criminal history snapshot at the time of fingerprinting.

Part 1- Submitting Enrollment Application

How do I become a CalVECHS Organization?

Step 1: Confirm You Qualify. You likely qualify if your organization:

- Serves children, the elderly, or individuals with disabilities
- Fingerprints under Penal Code 11105.3

- Is a nonprofit, for-profit, or voluntary organization

*Some entities (like schools, daycare centers, city/county agencies) are not eligible because they operate under different statutes. If unsure, contact: ORIQuestions@doj.ca.gov

Step 2: Submit a CalVECHS Enrollment Request

- Log into the AAJC Portal (Applicant Agency Justice Connection Portal):

<https://aajc.doj.ca.gov/appportal/>

- Click on the Requests tab and choose “CalVECHS Enrollment” under the request type.

- Ministries not yet enrolled may also find enrollment information at:
<https://oag.ca.gov/fingerprints/agencies>

Applications will not be accepted by email.

Step 3: Submit Required Documents.

- Click on the form name to download the form. Once completed, click on “Upload Form” to upload the completed form.

- You must upload the following forms:

- Authorized Recipient User Agreement (BCIA 9005)
- CalVECHS User Agreement (BCIA 9017)
- California Contract for Subsequent Arrest Notification Service (BCIA 8049)
- Federal Contract for Subsequent Arrest Notification Service (BCIA 8050)
- Copy of a non-profit organization status document or a business license

- **Participation in CalVECHS does not require an additional enrollment fee. Standard Live Scan fingerprint processing fees still apply.**

- **Agencies enrolled in RAP Back are responsible for submitting “No Longer Interested” (NLI) requests for individuals no longer affiliated with the ministry.**

Part 2- Switching over to CalVECHS Forms

Step 4: Use the Correct Live Scan Form

When fingerprinting employees or volunteers, use:

- BCIA 8016VECHS – CalVECHS Request for Live Scan Service.
- Choose Employee or Volunteer Forms:
 - VECHS/EMPLOYEE 11105.3 PC
 - VECHS/VOLUNTEER 11105.3 PC

-Using the correct CalVECHS Live Scan form is required in order to receive full federal criminal history information.

-When new fingerprints are submitted after RAP Back enrollment, those applicants will automatically be subscribed to both California SAN and Federal RAP Back monitoring services.

Step 5: Annual Waiver Required

Every employee and volunteer must sign annually:

- CalVECHS Waiver Agreement (BCIA 9018)

*This form is required to receive federal background check results.

Requirements:

- Collect it every year
- Keep it for 3 years
- Store it securely (contains personal information)
- Access to completed waivers should be limited to authorized personnel only

Additional RAP Back Information

Federal RAP Back only monitors individuals fingerprinted after a ministry enrolls in the service. **This means staff and volunteers fingerprinted before enrollment (“legacy personnel”) will not automatically be included in federal monitoring unless they are re-fingerprinted. Re-submitting Live Scan fingerprints for legacy personnel is required by The SoCal Network to help ensure ministries maintain ongoing access to federal RAP Back monitoring and remain aligned with current safety and compliance standards.**

While re-fingerprinting legacy personnel is not currently required by law, it is strongly recommended to reduce organizational risk and improve awareness of both in-state and out-of-state arrests. Re-fingerprinting helps ministries maintain ongoing visibility into arrests that may occur outside California and demonstrates due diligence in protecting children and vulnerable individuals. Agencies enrolled in RAP Back will receive notifications through the AAJC Portal in the same manner they currently receive California subsequent arrest notifications.

RAP Back subscriptions must be renewed every five years unless otherwise defined by statute.

If your ministry is already enrolled in CalVECHS, Federal RAP Back enrollment can be completed through the “Requests” page in the AAJC Portal.

Important Deadline

Agencies authorized under Penal Code 11105.3 are required to enroll in CalVECHS, including SAN and Federal RAP Back subscription, no later than December, 2026 to continue receiving state and federal criminal history information. To ensure timely compliance and avoid any interruption in background check processing, enrollment is strongly recommended by **October 31, 2026. Organizations that fail to enroll by this deadline will lose access to the Live Scan portal and may no longer remain compliant with AB 506 requirements.**

For additional training opportunities and webinars, please visit Church HR Network's Events page.