



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 to the Safe Environment Department.

kschloemann@scd.org

Fax (916) 733-0195

Last Name

First Name

Initial

Parish/School Site, City

Phone and Fax

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.

EMPLOYEE DoJ and FBI clearance

Clearance Received _____ Safe Haven Training _____

DoJ Date _____

FBI Date _____

Notes: _____

In addition to Live Scan fingerprinting a separate 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