



## The Episcopal Diocese of Arkansas

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### How to Set Up a Background Screening Account

1. Call Tara Eppley To get started using the online background check system, contact Tara Eppley at Praesidium. She can be reached at 800-743-6354 or by email at [teppley@praesidiuminc.com](mailto:teppley@praesidiuminc.com).
2. She will set up an account and give you the info about logging in and using the account
3. Once you have a signed contract on file with Praesidium she will send you the 50 State Compliant Consent Form that you will need to have each candidate fill out.
4. You will then be billed \$26.50 plus any county fees monthly for each candidate you have checked. If you do not order any background checks for the month then you will not receive an invoice from Praesidium.

### Cost per candidate

#### \$26.50 Praesidium Package

This Package will provide you with a high-quality and thorough check of your applicant's background. It includes:

- Multi-state criminal background check
- National sex offender registry check
- Alias search\*\*
- Social security number trace\*\*\*

One Arkansas county (there is an additional surcharge depending on what county, anywhere from \$6-15 per county).

### What does a Praesidium Background Check include for Arkansas?

#### Administrative Office of Courts

Description: Court records of statewide felony and state-level misdemeanor dispositions on approximately 770,000 persons. These records contain information submitted to the state by courts from each county and other criminal justice agencies. Results may show the Disposition Date, Arrest Date, County, Case Number, Defendant Name, DOB, Race, Sex, Charge(s), Disposition, and Sentence.

Age of Records: 1987 – April 2011

Update Frequency: Due to an administrative decision, updates are no longer available.

#### Administrative Office of Courts – Supplemental

Description: Data contains Circuit Court felony records of approximately 150,000 offenders. Counties included in this file are: Faulkner, Garland, Hot Springs, Pulaski, Searcy and Van Buren. Search results may include Name, AKA, Case Number, File Date, Case Type, Case Status, Offense, Degree of Offense, Statute Code, Disposition, Disposition Date, and Sentence Details.

Age of Records: 1990

Update Frequency: Monthly

#### Department of Corrections

Description: Statewide felony criminal convictions on persons who have been sentenced to serve time at a state facility. Results may show the Date of Crime, County, Defendant Name, DOB, Race, Sex, Height, Weight, Photo Charge(s), and Sentence.

Age of Records: 1940

Update Frequency: Monthly



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### **Sex Offender Records**

Description: Registry contains information on individuals considered to be at the highest level of risk (Level 3 High Risk and Level 4 – Sexually Violent Predator) to the public. Data may contain Name, DOB, Address, Offense, and Level of Risk. Photos included, but not for all the offenders.

Age of Records: August 1997

Update Frequency: Bi-Weekly

### **P.R.I.O.R.S.**

Description: Public Record Indexes of Record Searches. This database is comprised of proprietary criminal data compiled from previously ordered county, statewide and federal criminal requests, from AR, which contained records.

*Non-instant statewide, county criminal or federal searches are supplemental searches that should be used for a deeper search of criminal records and/or to increase coverage in jurisdictions that do not have adequate data available in the Multi-State Criminal Records Search and National Sex Offender Registry Search. These types of non-instant searches can be ordered separately on an as needed basis. If additional services are needed, please inquire with Praesidium and they can make suggestions.*