

Steps to Set Up a Background Screening Account for Volunteers and Employees

1. Call Praesidium to set up your church account at 800.743.6354. Tell them you are an Episcopal Church and need to set up a church background checking account.
2. They will have a contract for you to sign that they will mail or email to you.
3. Once your account is set up you can input any person's name and email into the service and it will send them an email saying that you have requested a background check on them. They will be asked to fill out additional personal info like Social security numbers and addresses.
4. Once the background check has been completed (usually less than 24 hours) your account admin will be notified by email..
3. You will then be billed at the end of each month for the number of background checks you run and complete. If you do not order any background checks for the month then you will not receive an invoice from Praesidium.

Cost per candidate

\$30.00 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
- 1 county is included

(there is an additional surcharge for additional counties)

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

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

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.

Additional Checks

The diocese hopes to be able to offer credit checks for congregations to screen employees who will be working with finances in churches beginning in April of 2018.

Questions contact Randall Curtis at rcurtis@episcopalarkansas.org