



# Authorization to Conduct Background Check

(PLEASE READ CAREFULLY BEFORE COMPLETING AND SIGNING)  
Rev. 06/20/2024

Position for Which this Person is Applying: \_\_\_\_\_ Paid: \_\_\_\_\_ or Voluntary: \_\_\_\_\_

Congregation or Institution Served: \_\_\_\_\_ City \_\_\_\_\_

*The items of personal information requested below are needed to process your background investigation. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate business decisions.*

\_\_\_\_\_  
First Middle Last

Email: \_\_\_\_\_

Other names you have used, including maiden name and the date(s) your name(s) changed:

\_\_\_\_\_  
Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Month/Day/Year)

Driver's License #: \_\_\_\_\_

State of Issuance: \_\_\_\_\_

Contact phone #: (\_\_\_\_\_) \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

List all your residential addresses for the past seven (7) years, starting with your present address:

Street Address	City/State	Zip Code	County	From Mo/Yr.	To Mo/Yr.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Have you ever been convicted of a crime (other than minor traffic offenses)? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain charges: (Use an additional sheet of paper if necessary) \_\_\_\_\_

In What State, What County, and What Year did these convictions occur? \_\_\_\_\_

*I authorize the Episcopal Diocese of Michigan and/or its designated agents to investigate my background as part of my application for employment, appointment, or a volunteer position. This may include information contained in public records which could include credit history, criminal files at the county, state, and federal jurisdiction levels, motor vehicle records, and investigations of employment history and performance and educational credentials. I hereby release all persons, companies or corporations furnishing such information from liability and responsibility. A copy of this document can be substituted for the original. This document shall be valid for a period of 1 (one) year from the date of my signature.*

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Background check to be performed:**

*Praesidium: Federal/State/County Criminal & Sex Offender Reg: Approximately \$65*

Keep Original on file & email the form to the HR Administration at [cramirez@edomi.org](mailto:cramirez@edomi.org) or mail to Diocese of MI, Background Check, 4800 Woodward Ave, Detroit, MI 48201

### **Background Screening Cost & Responsibility**

*The Diocese of Michigan upholds the following background check standards:*

*A comprehensive background check with review of ten years of references is required of all clergy (priests and deacons) seeking to be licensed, transfer canonical residence, or to work within the Diocese of Michigan. In this case the cost of the background check is the responsibility of the clergy or church or agency seeking to hire the clergy person.*

*Based on the canons, a background check with ten year referencing is also required of all nominees for postulancy in the Diocese of Michigan. In most cases the candidate pays 1/3 of the cost, the sponsoring congregation pays 1/3, and the diocese pays the final 1/3.*

*This distribution is standard unless another arrangement has been made between the nominee and the sponsoring congregation to absorb some of the cost to the nominee. The diocese generally pays one third unless extreme financial circumstances exist.*

*Whenever a canonically resident or licensed clergy person changes employment within the Diocese of Michigan her/his background check must be updated to include the immediate ten years. The cost of the background check is the responsibility of the church or agency receiving the clergy person as their new employee.*

*Paid lay staff, volunteers handling monies, and volunteers working with children, youth, or vulnerable adults at a church or agency within the Diocese of Michigan must agree to a background check. The cost of the background check is the responsibility of the church or agency seeking to employ the candidate or use the volunteer's services. Such background checks will include Criminal Records and Sex Offender Registry search.*

*Records produced as a result of the background check are kept entirely confidential.*

*The Diocese of Michigan does not wish to preclude persons with criminal records from participating in a church's or agency's overall community. These background investigation policies are an essential aspect of our responsibilities to keep safe children, youths, and vulnerable adults in our care through our collective ministries.*

*The fee for Praesidium to do the background screening is approximately \$65*

*The fee for the Praesidium Clergy screening is \$120. These fees will be invoiced to congregations and agencies.*