FAQ - Fingerprinting Program

WHY

- The *Decree on Child Protection* of the Archdiocese of Cincinnati requires adults who have contact with children to have a criminal background check through fingerprinting. The Ohio Revised Code also requires certain employees (for example, teachers, teachers aides, school employees, cafeteria monitors, playground monitors, and coaches with pupil activity supervisor permits) to have a criminal background check through fingerprinting. The laws of the State of Ohio and the policies of the Archdiocese of Cincinnati regarding criminal background checks through fingerprinting must be adhered to.

WHO

- Adults who have contact with children. This includes adults at parishes, grade schools and high schools under the administrative authority of the Archbishop of Cincinnati, agencies and institutions of the Archdiocese of Cincinnati. Background checks through fingerprinting must be performed on adults as follows:
  - **Candidates for ordination**: As part of their admission process to the seminary or diaconate formation, candidates for ordination for the Archdiocese must complete an acceptable criminal background check through fingerprinting in accord with the current policies of the Archdiocese.
  - **Clerics**: A cleric may not have contact with children until an acceptable criminal background check through fingerprinting is completed in accord with the current policies of the Archdiocese.
  - **Employees**: An applicant for employment which involves contact with children in a parish, school, agency, or institution of the Archdiocese may not be hired and may not have contact with children until an acceptable background check through fingerprinting is completed in accord with the current policies of the Archdiocese.
  - **Regular Volunteers**: A regular volunteer may not have contact with children until an acceptable background check through fingerprinting is completed in accord with the current policies of the Archdiocese. A regular volunteer is one who has contact with children more than three (3) hours a month, or has contact with children more frequently than once a month, or participates in an overnight event with children.
  - **Auxiliary Services Personnel**: Auxiliary services personnel such as school nurses, psychologists, etc. who are government employees or subject to state regulations, are not required to complete a criminal background check through fingerprinting by the Archdiocese in their capacity as auxiliary services personnel. The responsible supervisor is encouraged to obtain a copy of the criminal background check through fingerprinting from the employer of auxiliary services personnel.

Auxiliary service personnel (e.g. school nurses, psychologists, etc.) MAY NOT go through the fingerprint process/criminal background check in our program. These individuals are government employees and are subject to state regulations. We may not involve them in a church related program.

- **Personnel Furnished by a Third Party Contractor**: If the personnel will have contact with children (for example, a gym teacher or a school custodian), it is the responsibility of the responsible supervisor to obtain proof of an acceptable background check through fingerprinting in accord with the current policies of the Archdiocese. Otherwise, the personnel must complete an acceptable criminal background check through fingerprinting in accord with the current policies of the Archdiocese.

- If a person currently works and/or volunteers at more than one location, only one background check is necessary. At the time of the background check, the person should identify all locations where he/she works and/or volunteers. Up to three locations may be identified. **Background checks cannot be transferred from one location to another. New service location(s) requires a new background check.**
• Minors under the age of 18 MAY NOT be fingerprinted for the criminal background check. You may have minors attend the orientation session for the Decree on Child Protection.

WHAT

• If an adult who has been fingerprinted changes location of service, he or she must be re-fingerprinted. This includes teachers and other school employees who are required to be licensed by the State of Ohio.
• If there is a one year break in service, the adult must be re-fingerprinted, even if the service is at the same location.

COST

• Generally, the Archdiocese of Cincinnati will bill the parish or school for fingerprinting costs. However, there are some parishes and school that will pass the cost on to the individual. You will need to check with your parish or school. If you are a substitute teacher not associated with an Archdiocese of Cincinnati school, you will need to pay for your fingerprints at the time of service. Currently, the charge for a BCI is $28.00 and FBI is $30.00. Payment can be made in the form of cash or money order. Personal checks are not accepted.

HOW

• WebCheck - this is done electronically via a computer. It takes less time, is more accurate, and the results are sent to the Archdiocese of Cincinnati faster than using rolled fingerprints.
• In order to be fingerprinted, adults must have a government-issued identification with picture (i.e. Driver's License). A Social Security number is required for all fingerprinting checks. Without the government-issued identification with picture and the Social Security number, the fingerprint check will not be administered. Therefore, the person may not have contact with children

WHERE

• All fingerprinting must be done through the Archdiocese at one of its sites. The locations and times of fingerprinting are found on the Permanent Fingerprinting Sites page of this website. Sometimes appointments are necessary at a fingerprint site. Also, there are times when the State System is down for servicing. It is wise to check the Permanent Fingerprinting Sites page of this website prior to being fingerprinted. (http://www.catholiccincinnati.org/protecting-children/permanent-fingerprinting-sites.)

REPORTS

• All reports are sent directly from the State of Ohio Bureau of Criminal Investigation and Identification (BCII) to the Chancery Office. The locations will be informed if an adult is or is not permitted to work with children. The locations will not be told the reason why the adult was turned down. This is to protect the pastoral relationship. The adult will be asked to contact the Chancellor's Office for an explanation.