

Church Instructions (for churches outside of California)

Our goal...

1. **FingerPrint Cards:** Completed fingerprint cards (FD-258) for every adult coming with your group.
2. **Transmittal Form:** A transmittal form, this can be one per person if you'd like your adults to submit their fingerprints individually, or you can collect the completed fingerprint cards from your adults and send your whole group's prints in together with one transmittal form. (Use this [Transmittal Form](#)).
3. **Check:** You'll want to send in your cards, your transmittal form, along with a check to cover the cost of the background check.
**These three things need to be submitted (and then cleared) in order to complete the background check piece of the AB 506 law.*

How to make it happen...

1. Locate an entity near you that will run hard copy fingerprints (electronic livescan prints do not comply with this particular law), and make an appointment.
 - a. If you're unsure where to start, you can call a local police station to ask where you can obtain an FD-258 or start here: <https://www.identogo.com/services/fingerprint-card>
 - b. Don't forget to look for a fingerprinting service in your area that will complete a hard card FD-258 – livescan fingerprinting will not comply.
 - c. Typically results will take 7-10 business days, so please plan accordingly as you make your appointment.
2. Go to your appointment and complete an FD-258 card (see attached).
 - a. Complete personal information: name, sex, race, height, weight, eyes, hair, place of birth (state abbreviation), date of birth, social security number, and residence of person fingerprinted with the appropriate code (see the how to document).
 - b. In the box labeled "ORI" (under your name) write the code: **AV712**
 - c. In the upper right corner box labeled "FBI" box write: **Mail Code: 161801**
 - d. In the left corner box labeled "Employer and Address" write:
Bureau of Criminal Information & Analysis
PO Box 903417
Attn: PreScan Unit
Sacramento CA 94203
 - e. In the lower left corner labeled "Reason Fingerprinted", write: **Volunteer/VCA (92072)**

NOTE: If the church is planning to pay for and send all of their groups' cards together, then only one transmittal form is needed for the whole group. You can stop here, and collect your group's filled out cards to be sent together. If you are sending adults individually and asking them to take care of this on their own, they'll need to bring their own transmittal form and they can follow the few remaining instructions.

3. Bring a [Transmittal form](#) with you. This form is what tells the State of California what kind of background check you'd like to run.
 - a. Mark the State level check.
 - b. Mark the Federal level check.
 - c. Ask the fingerprinting entity if they are willing to send the hard copy card and transmittal form for you. Ask them if they will pay the fee for the check itself, if so, pay the fingerprinting agency directly (it will be the easiest way). And have them mail the fingerprinted card, the form, and the check to the following:

Mail to:
California Department of Justice
Prescan Unit, K-111
PO Box 903417
Sacramento, CA 942-3-4170

Note:

** If your fingerprinting agency won't mail the form, you can send in everything yourself. Simply include a completed FD-258 hard copy card, a completed transmittal form, and a check made payable to: California Department of Justice to the same address above (the one also listed on the bottom of the transmittal form).

4. Send your legal name and birthdate to ashley.bozarth@ciy.com.
5. Wait. Typically we'll know by 10 business days whether or not the fingerprints have been accepted. If we haven't seen your results, you can follow the process again and send the other card.

A couple of suggestions:

1. Find the best place in your area to send your adults to get hard copy fingerprints. They will need to be able to complete a FD-258 card, livescan fingerprints will not comply if you do not reside in the state of California. You can start with your local police department or check the Identigo website and see what locations populate near you.
2. Call them and ask if you (and your volunteers) can come in with most of the card already completed (see the sample). This could be helpful, because then adults can ask you questions if they need to as they fill in the information and the only part they really will do on their own is the fingerprint part. Additionally, that way you as the church will know that all of your adults have begun the process to complete the necessary requirements.
3. Host a leader meeting where you can explain this regulation and also help your adults fill out their FD-258 card. Instruct your volunteers to complete the fingerprinting within an appropriate amount of time prior to the event. We suggest a **MINIMUM of three weeks prior** to the event to ensure that the background check has a chance to clear before the start of the event.
***Any adult that does not comply with this law will not be able to attend MIX or MOVE.**
At this meeting, create a master list of adults that will be associated with your group that includes everyone's legal names and birthdays (this will help our team cross reference your group as the checks begin to clear).
4. If the church is planning to cover the cost of the background check, have your adults turn the completed card into you and you can send in the whole batch of cards at once. There might be a small fee associated at the fingerprint agency you've selected, but the cost of the background check can be grouped together and paid for all at once. You'll complete one transmittal form for your whole group and include the number of state and federal level applicants (this should total your number of adults). (If you have 10 adults coming with your group, in the top Section Titled "Employment Licensing/Certifications-General", you'll write 10 in the box for federal and 10 in the box for state). Total the sum at the bottom of the form and issue a check for that amount to the California Department of Justice. Mail the transmittal form and all the hard copy fingerprint cards to the address on the bottom of the transmittal form. Then send your master list of full names and birthdays to Ashley Bozarth at ashley.bozarth@ciy.com so we can verify the clearance of your adults.
5. If the church is not planning to cover the cost of the background check, your adults can have the fingerprinting agency send the card and the transmittal form as soon as they complete the fingerprinting process.