

DIOCESE OF ALLENTOWN
Directions for Employees and Volunteers
to obtain a Federal Bureau of Investigation Fingerprint Criminal Background Check
through 3M Cogent Livescan Fingerprint Systems

1. The Diocesan or Parish employee (or School employee if a re-check and not a new hire) or volunteer completes the Diocese of Allentown Background Check Authorization Form and submits it to the Parish's or School's local safe environment coordinator or the Diocese's Human Resource Department if a Diocesan employee.
2. The Local Safe Environment Coordinator will record receipt of the form and forward it to the Diocese's Human Resource Department for processing.
3. The Diocese will use the Background Check Authorization form from the individual to process the registration and payment for the Federal Bureau of Investigation Criminal Background Check (fingerprint) through 3M Cogent's system which is used in the Commonwealth of Pennsylvania for all fingerprint checks.
4. A registration ID is created upon registration for the specific individual. The Diocese's Human Resources Department will email the specific local Safe Environment Coordinator the registration ID.
5. The local Safe Environment Coordinator will print the registration ID and give it to the individual.
6. The individual will then have to take the printed registration ID to a Cogent fingerprint collection site. Please see Cogent's website: www.pa.cogentid.com for the location of fingerprint sites and days and hours of operation for each site.
7. At the Cogent locations, the individual will be required to provide a qualified State or Federal photo ID. A list of the approved ID types may be found on Cogent System's website. Applicants will not be processed if they cannot produce an acceptable photo ID. Once the applicant has furnished acceptable identification and the identity has been verified, all ten of the individual's fingers will be scanned. This process should take approximately five (5) minutes. The applicant's scanned fingerprints will then be electronically transmitted to the FBI by Cogent Systems.
8. If the individual is a school employee or school volunteer, the registration will be processed through the Pennsylvania Department of Education and the registration ID will be provided to the Office of Education to view the results of the background check for new all new hires, for rechecks the registration ID will be provided to the Human Resources Department to view the results. A memorandum will be issued to the school stating whether the individual has been cleared.
9. If the individual is a Diocesan, Parish or other non-school employee, the registration will be processed through Pennsylvania's Department of Human Service and the individual will receive the completed background certificate via the U.S. Postal Service to their home address. The original of this document must be given to the local Safe Environment Coordinator.

Background Check & Fingerprint Authorization Form

Addendum: *Diocese Location & Position Checklist*

for St. Thomas More Parish/School

Name: _____

Please check all boxes that apply to your position:

Employee:

- Parish Job: _____
- School Job: _____
- Family Center Job: _____

Volunteer:

- School
- Religious Ed. (CCD, VBS)
- Children's Liturgy
- Wee Church
- CYO
- Boy Scouts
- Cub Scouts
- Girl Scouts
- Men of St. Thomas More
- Knights of Columbus
- Women's Guild
- Choir
- Drama
- Special Event/Other:

A Summary of Your Rights Under the Fair Credit Reporting Act

The Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: **Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- 1. You must be told if information in your file has been used against you.** Anyone who uses a credit report or any other type of consumer report to deny your application for credit, insurance, or employment – or to take adverse action against you - must tell you, and give you the name, address, and phone number of the agency that provided the information.
- 2. You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer-reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit file;
 - You are the victim of identity theft and place a fraud alert in your file;
 - Your file contains inaccurate information as the result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- 3. You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create credit scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information free from the mortgage lender.
- 4. You have a right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer-reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- 5. Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However a consumer reporting agency may continue to report information it has verified as accurate.
- 6. Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer-reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- 7. Access to your file is limited.** A consumer report agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- 8. You must give your consent for reports to be provided to employers.** A consumer-reporting agency may not give out information about you to your employer, or potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information go to www.consumerfinance.gov/learnmore .
- 9. You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers of credit and insurance must include a toll-free number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688)
- 10. You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- 11. Identity theft victims and active duty military personnel have additional rights.** For more information visit www.consumerfinance.gov/learnmore .

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For info about your federal rights, including contact information, visit <http://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0096-fair-credit-reporting-act.pdf>

Para Informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Avenue. N.W., Washington, DC 20580