

Appendix F – How to conduct a CRIMINAL BACKGROUND CHECK in the State of Iowa

The Diocese of Iowa requires that the background of church personnel **who regularly work with or around children or youth** be checked for any history of criminal behavior prior to beginning employment or volunteer work and every five years thereafter. The initial background check must go back at least seven years.

To check for a criminal record in the State of Iowa, contact the following:

Iowa Division of Criminal Investigation
Bureau of Identification
Wallace State Office
Building Des Moines, IA
50319

Forms for conducting a criminal background check can be obtained by calling (515) 281-4776 or downloaded from http://www.dps.state.ia.us/DCI/supportoperations/crimhistory/obtain_records.shtml Request or download both the "request form" and the "billing form".

Be sure you have the applicant's signature before you request the criminal record check. This release is part of the Volunteer Application (See Appendix A or G)

If the applicant has lived outside the State of Iowa in the past seven years, you will need to contact the other state(s) in which the person has lived to complete the check.