

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) 275-6066 or downloaded from

<https://dps.iowa.gov/sites/default/files/criminal-investigation/support-operations/RequestForm.pdf>

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 E)

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.

Another option for background checks is from Oxford Document Management Company. You may choose to complete a background check via Oxford through the diocesan office.