

## **Appendix G – How to check the SEXUAL ABUSE REGISTRY in the State of Iowa**

The Diocese of Iowa requires that the Sexual Offender Registry be checked for any church personnel **who work (either regularly or occasionally) with or around children** prior to beginning employment or volunteer work and every five years thereafter. The initial check must go back at least seven years.

To check for a criminal record in the State of Iowa, go to <http://www.iowasexoffenders.com>. You will also need to contact your local Sheriff/Police Department as some offenders are not on the registry. Prior to checking the sexual abuse registry, **be sure you have a signed release** from the individual whose background you are checking. This release is part of the Application for Ministry with Children or Youth (See Appendix A)

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.