

# Missionary Church Background/Credit Check Procedure

The background check should be obtained after the region/district has received the credential application and spouse application and prior to the applicant's credential review.

## Applicant

The applicant will need to visit <https://www.mcusa.org/become-part/#4> and download the following four documents:

- Procedure
- Disclosure to Employment Applicant
- Release Authorization
- Summary of Rights

The "Disclosure to Employment Applicant" and "Release Authorization" forms need to be completed (both are fillable pdfs) and returned in any of the following ways:

- Email (preferred): [background@mcusa.org](mailto:background@mcusa.org)
- Fax: 260-747-5331
- Mailed:
  - Background Checks
  - PO Box 9127
  - Fort Wayne, IN 46899-9127

There are 2 package options:

- Basic Background Check and Credit Report: \$39
  - This is for individuals who have only lived in one county since high school.
- Extended Background Check and Credit Report: \$64
  - This is for those who have lived in more than one county since high school.

The applicant is able to pay online (found on the same page as the documents) or they can mail a check to the National Office at the address provided above. **Checks should be made payable to Missionary Church, Inc.**

## Completed Results

Once payment is received and the results are obtained, the region/district will be notified directly. Copies will be kept in a secured file at the national office. Copies in the region/district files should be secured and should remain separate from personnel files. These files are highly sensitive and require strict security. Some regions/districts delete and/or destroy it's copies once they are reviewed.