

Conducting background checks

1. Sex Crimes Registry: Free Public Information (You search)

- 1) START @ FBI National/State Registry
site: www.fbi.gov/hq/cid/cac/registry.htm
- 2) Select state where individual resides (i.e. Texas)
wait until state website appears
- 3) Texas department of Public Safety:
https://records.txdps.state.tx.us/dps_web/Portal/index.aspx
- 4) Select Sex Offender Search desired (name, address, etc.)
- 5) Select “Agree to Terms statement”
- 6) Conduct search

2. Criminal History System: A Fee Will Be Charged

The information provided here is for the state of Texas, but the same information may be obtained by going to the Department of Public Safety website of any State.

- 1)
https://records.txdps.state.tx.us/DPS_WEB/Cch/index.aspx
- 2) You will be required to register as a church with volunteer children providers. Select “Purchase Credits” to create an account
- 3) You must establish an account under the name of your church.
- 4) Searches are made through the use of purchased credits.

3. ScreenNow Preemployment Screening: A Fee Will Be Charged

Contact ScreenNow at <http://www.employment.screennow.com/>
or call Customer Service and Support 1-800-853-2414 to set up your search