Saint John Neumann
Catholic Church

9633 E State Route 37
Sunbury, Ohio 43074-9672

Any volunteer working with parish children must take a Protecting God's Children (PGC) Workshop and have their fingerprints taken to generate a satisfactory BCI report. This is a Diocesan and parish policy and it is also for the safety of the parish children. The workshop is free and the fingerprint cost varies. If you have already completed these requirements in another parish, see Bob Steinbauer or call the parish office at 740-965-1358.

PROTECTING GOD'S CHILDREN

To learn more about or to register for a Protecting God's Children Workshop please go to http://www.virtus.org. St. John Neumann hosts a workshop once or twice a year, but you are welcome to go to any workshop that best fits your schedule.

FINGERPRINTING PLACES

Big Walnut Local School
110 Tippett Ct.
Sunbury, Ohio 43074
Call 740-965-3010 for appointment
Take driver's license
BCI Only: $28
FBI Only: $28
BCI & FBI: $55.00 debit or credit card

St. Paul School
61 Moss Road
Westerville, OH 43082
614-882-2710
Hours: M-F 9:00 a.m. – 2:00 p.m.
Call before you go to be sure that someone is available to help you.
Electronic Fingerprints (BCI): $27.00

Fast Fingerprints
• 2 Convenient Locations with plenty of parking
• Hours: M-F 8am – 5pm Sat. 9am – 12pm
• Cash, check, Credit Cards accepted
614-457-8900
BCI Only: $ 37.00
FBI Only: $ 40.00
BCI/FBI: $ 70.00

Westerville (Columbus)
Hondros College, 4140 Executiive Parkway
Westerville, OH 43081
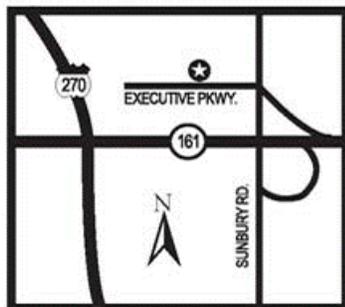
From I-71: Exit at I-270 East. Exit at Rt. 161 East. Exit at Sunbury Road. Turn right onto Sunbury Road. Turn left (at McDonalds) onto Executive Parkway. Hondros College's building is 1/4 mile on the right.

Columbus/Corporate
Corporate Office
1486 Bethel Road, Columbus, OH 43220
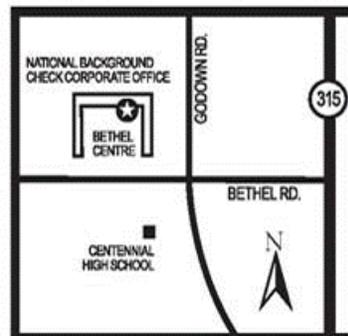
From Rt. 315: Exit at Bethel Road and go west 1.3 miles. Turn right into Bethel Centre and look for our blue and white sign.

Safe Environment Program Update: In accordance with federal rules, in July 2013 we designated the Diocesan Safe Environment Program (SEP) as central repository of ALL background checks, both state (BCII) and federal (FBI). The

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diocesan manager is responsible for the collection and maintenance of the backgrounds checks. We directed that all reports must be sent to the SEP. SEP was recently advised by the Ohio Bureau of Criminal Identification and Investigation (BCII) that while the SEP is allowed to provide copies of background reports to the parishes and schools, the reverse process violates the FBI policy against third party dissemination. **Effective October 1, 2015, <u>ALL</u> background reports will have to come from the BCII directly to the SEP.** We will no longer be legally permitted to accept reports, or copies of reports, from parishes, schools, agencies, or individuals. **The SEP's address is: Safe Environment Program; Diocese of Columbus; 197 E. Gay Street; Columbus OH 43215.** Moving forward, those being newly entered into the Diocesan background check database will need to be handled in the following manner:

1. If a person has been fingerprinted within the last 30 days, the person can contact the BCII and request a copy of that report be sent to SEP. This report will be free.
2. If the most recent report was completed more than 30 days previously, but less than 12 months previously, the person may make a written request to the BCII to have a copy sent to the SEP. This report will be cost $ 8.
3. If the most recent report for a new employee or volunteer with minors is older than 12 months, the person will need to be re-printed and have a new background check conducted. BCII does not provide copies of reports older than 12 months.

BCII has also provided new guidance on the codes our employees and volunteers should provide as the reason they are being fingerprinted. **All volunteers, parish and school, should use ORC 2151.86.** All parish employees should also use ORC 2151.86. School employees (non-teaching) should use ORC 3319.39B1. Teachers should use ORC 3319.39B3. If you have any questions on the processing of background reports, please contact Regina E. Quinn, Manger, Safe Environment Program, at rquinn@columbuscatholic.org or 614-241-2568.