youth protection manual

Policies and Procedures for the Protection of Children and Youth Participating in Archdiocesan Camps & Retreats

Updated April 2011

Developed by the Department of Youth and Young Adult Ministries of the Greek Orthodox Archdiocese of America and Praesidium, Inc.
# Youth Protection Manual

Policies and Procedures for the Protection of Children and Youth Participating in Archdiocesan Camps and Retreats

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Greek Orthodox Archdiocese of America
Beloved in the Lord,

The wellbeing and spiritual welfare of children is among the foremost priorities of our Holy Eparchial Synod. This manual, “Policies and Procedures for the Protection of Children and Youth Participating in Archdiocesan Camps and Retreats”, is an expression of our deep concern and special effort to address this priority. Developed by the Archdiocesan Department of Youth and Young Adult Ministries at the direction of the Synod, the manual was prepared in cooperation with professionals with expertise in training and prevention.

We believe that a safe environment is essential for the spiritual formation and learning we strive to achieve through our camping and retreat programs. Therefore, all camp directors and retreat leaders must be trained, in accordance with the manual. In turn, they are responsible for training, screening and monitoring staff and volunteers under their supervision, so that the policies, procedures and code of conduct described in this important manual can be implemented.

May our Lord and Savior Jesus Christ, whose great love for us and especially for the children, inspire and guide you to provide a safe environment so that our children and youth can grow and mature as good and healthy Christians and faithful members of our Greek Orthodox Church.

With paternal blessings,

† DEMETRIOS
Archbishop of America

† IAKOVOS
Metropolitan of Chicago

† METHODIOS
Metropolitan of Boston

† ALEXIOS
Metropolitan of Atlanta

† Gerasimos
Metropolitan of San Francisco

† MAXIMOS
Metropolitan of Pittsburgh

† Isaiah
Metropolitan of Denver

† Nicholas
Metropolitan of Detroit

† Evangelos
Metropolitan of New Jersey
SECTION ONE: INTRODUCTION

INTRODUCTION

Responding to the charge from His Eminence Archbishop Demetrios and the Holy Eparchial Synod, the National Department of Youth and Young Adult Ministries has created the Youth Protection Manual for Metropolis/Direct Archdiocesan District Camps and Retreats (YPM). The YPM is designed to guide clergy and laity charged with the task of selecting, training, and supervising those who work with young people at camps and retreats. A Camp/Retreat is defined as any Metropolis/Direct Archdiocesan District sponsored youth event or activity (i.e. Basketball Tournament, Cultural Festivals, etc.) This manual has been created with the assistance of Praesidium Inc., a risk management organization that specializes in training and prevention. It consists of policies and procedures for the protection of children and youth participating in camps and retreats of our Archdiocese. Beginning in 2009, each Camp/Metropolis retreat of our Archdiocese is mandated to utilize the YPM within their program.

On the front cover of the Youth Protection Manual (YPM) you will notice the shape of a traffic warning sign with the Theotokos holding her son, our Lord Jesus Christ. The logo for the YPM manual is designed to stress a warning as well as the seriousness of protecting our youth. The Mother of God is the “Protectress of all Christians” and especially our young. Below the logo are the words that best describe the purpose of the YPM manual, which is to “screen,” “teach” and “protect” our youth. We “screen” those who work with our young people; we “teach” them the important task of training and of diligent staff selection; and we create an environment where young people feel safe and thus we “protect” them.

Youth ministry and camping programs are entrusted with the spiritual upbringing of the young people who participate in them. Those working with young people are first and foremost accountable to God, as well as their wider communities, for the well-being and spiritual formation of our children. The Church must be a secure and safe environment where young people can grow and mature in the Faith.

While we can never completely eliminate the possibility of abuse or injury, we can take concrete steps to ensure that our Churches are as safe as possible. With so many factors beyond our control, we need to do everything possible to protect our children and youth from abuse, negligence, and accidents. The process described in the YPM provides a number of practical measures to protect the children in your youth programs.

The following components are outlined in the YPM: Policies and Procedures, Screening and Selection, Resources and Training, Responding and Reporting Problem and Applications and Forms.

Every situation involving the abuse of children or youth involves unique people and unique circumstances. The YPM describes the general approach that the Archdiocese should follow with respect to camp/retreat programs. It may not be possible or appropriate for the Archdiocese to follow this approach in every case. Nothing in the YPM is in derogation of, or an abdication
by the Archdiocese or the Church's constitutionally protected freedom from governmental interference. Pastoral care and leadership are acts of ministry and, as such, are constitutionally protected acts. Nothing herein is intended to diminish these freedoms in any respect or to create any legal rights or responsibilities upon the Archdiocese or any of its representatives.

The YPM is intended to supplement and not in any way replace or limit the Greek Orthodox Archdiocese of America Statement of Policy Regarding Sexual Misconduct by Clergy (the “Clergy Policy”). All complaints involving clergy shall be handled in accordance with the Clergy Policy.

If you have any questions regarding this Manual, please feel free to contact the Department of Youth and Young Adult Ministries of the Greek Orthodox Archdiocese of America at 646.519.6180 or by email youthoffice@goarch.org.

The Department would like to express its sincere gratitude to His Eminence Archbishop Demetrios of America and the members of the Holy Eparchial Synod for initiating this program, as well as the Archbishop Iakovos Leadership 100 Endowment Fund for its funding. We would also like to express our appreciation to Dr. Jane Hickerson and Praesidium Inc., the co-authors of the YPM, as well as Fr. Michael Kontogiorgis, Mrs. Cathy Walsh and the Legal Team of the Archdiocese, for their invaluable input to bring this project to completion. The YPM has been a work in progress for the past three years by the Archdiocese Youth and Young Adult Ministry Team, and on behalf of them, I offer it to the faithful youth workers of our Archdiocese.

We pray that these will assist you in keeping our children safe.

With love in Christ,

Fr. Mark A. Leondis, Archdiocesan Director
Department of Youth and Young Adult Ministries
SECTION TWO: GENERAL DEFINITIONS

For the purposes of the Youth Protection Manual, the following are included in the definition of Camp/Retreat Personnel.

Camp/Retreat Personnel: All persons, whether clergy or laity, and whether paid or volunteer, who participate in any Camp/Retreat program. This includes, but is not limited to, all chaplains, counselors, chaperones, program or activity coordinators/directors or other persons who are located on the premises of, or take part in activities on, the Camp/Retreat location(s). It also includes any individuals who have significant off-site involvement in the establishment or direction of a Camp/Retreat program (e.g., Metropolis Youth Director) or who provide transportation to participants in the Camp/Retreat programs.

The Camp/Retreat personnel further includes those office, kitchen, buildings and grounds staff and other persons whose work (whether as employees, volunteers or independent contractors) regularly takes them into the Camp/Retreat premises or who have keys giving them access to the buildings on the Camp/Retreat premises. Notwithstanding the above, Camp/Retreat facilities meeting the requirements of the American Camping Association (or other comparable body) or that implement comparable screening requirements as set forth in this Policy (both as determined by the National Director of Youth and Young Adult Ministries) shall be deemed to meet this requirement with respect to their on-site facilities staff.

The definition of Camp/Retreat personnel does not include parents/visitors who are on the Camp/Retreat premises for a short period of time (e.g., an introductory session, parent visitor day or a closing ceremony at which most participants are present.)

Children and Youth: A child is defined as anyone under the age of 12 years old. A youth is defined as anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, but still in high school.

The task of selecting those who work with Camp/Retreat programs requires a great amount of consideration. All such persons must fill out an application, provide references and have a criminal background check performed.
Definitions of Types of Abuse:

Below please find definitions of various types of abuse. Any suspicion or knowledge of any types of abuse being committed must be properly reported.

1. Physical abuse is non-accidental injury, which is intentionally inflicted upon a child or youth.

2. Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, child or youth.

3. Sexual abuse perpetrated by another child or youth is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth is in a position of authority over the other child or youth. This includes any activity that is meant to arouse or gratify the sexual desires of any of the children or youth.

4. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth’s growth, development or psychological functioning.

5. Economic exploitation is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth’s belongings or money.
SECTION THREE: POLICY OVERVIEW

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships. Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur, and conducted in a Christian manner. This Code of Conduct has been adopted by the Greek Orthodox Archdiocese of America to help the church create safe environments for children and youth and for those who minister to them.

All Camp/Retreat personnel (as defined in the YPM) who are involved in camps and/or retreats sponsored by a Metropolis/Direct Archdiocesan District must abide by the YPM prior to commencing or in order to continue serving the Church with respect to such activities. If you are renting a campground, please make sure that the camp is certified by an accrediting agency, especially in regard to their staff policies. Please send a file of their certification to the respective Metropolis office.

CODE OF CONDUCT (These must be included in your own Camp Code of Conduct)

• Camp/Retreat personnel shall strive to prevent abuse of children and youth involved in Camp/Retreat.

• Camp/Retreat personnel shall not physically, sexually or emotionally abuse a child or youth.

• Camp/Retreat personnel shall comply with the policies for general conduct with children and youth as defined in this manual.

• Camp/Retreat personnel shall comply with the “Guidelines for Appropriate Affection” with children and youth contained in this manual.

• Camp/Retreat personnel acknowledge their obligation and responsibility to protect children and youth and shall report known or suspected abuse of children or youth involved in Camp/Retreat to appropriate church leaders and state authorities in accordance with this manual and applicable law.

• Camp/Retreat personnel shall report violations of this manual in accordance with the procedures outlined herein and applicable law.

• Camp/Retreat Personnel understand that the church will not tolerate abuse of children and youth and shall comply in spirit and in action with this position.
MONITORING AND SUPERVISION OF ACTIVITIES DURING CAMP/RETREAT

The monitoring and supervision of programs and activities taking place as part of Camp/Retreat are important for safeguarding children and youth and involve several aspects. One aspect involves having structural guidelines or standards for Camp/Retreat programs and activities. These include such things as who approves new programs, how many adults need to be present and the like. In addition to setting structural guidelines and standards, church leaders must make sure the structural safeguards are followed. Camp/Retreat activities must be monitored and supervised in order for this to be accomplished.

Another aspect of monitoring and supervision is the process for supervisory personnel and/or others to monitor and supervise the behavior of adults, youth and other children with children and youth so that inappropriate behaviors and interactions can be detected and stopped. Some behaviors and interactions are harmful to children or youth in and of themselves. Examples include providing alcohol or drugs to children or youth or actually having sexual contact with a child or youth. Other behaviors and interactions are not necessarily harmful in and of themselves but are the same behaviors and interactions known to be used by those who abuse children or youth to "groom" them or their parents for eventual abuse or which provide the privacy child molesters need in order to abuse children or youth. Examples of those behaviors and interactions include holding children over the age of four on the lap, transporting a child or youth alone, and the like.

1. Every program for children and youth shall have established ratios for adults and children. Compliance with the established ratio is required at all times; including activities that may take place off the Camp/Retreat premises. An adult should supervise Campers/Retreat participants at all times. Visit the American Camping Association (ACA) website for up-to-date camper/staff ratios. We recommend the following ratios for overnight camps/retreats: Ages 7-8, 1:6 staff to camper ratio; Ages 9-14, 1:8 staff to camper ratio; Ages 15-18, 1:10 staff to camper ratio. We recommend the following for day camps/retreats: Ages 7-8, 1:8 camper ratio; Ages 9-14, 1:10 staff to camper ratio; Ages 15-18, 1:12 staff to camper ratio.

2. Camp/Retreat personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them. (This shall not apply to the Sacrament of Confession with a priest, provided that all Confessions must take place in a visible location.)

3. Camp/Retreat personnel under the age of 18, must be directly supervised by Camp/Retreat personnel over the age of 21 at all times.

4. Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.

5. At least two (2) Camp/Retreat personnel must supervise Camp/Retreat activities at all times. In addition, in transportation situations, only one Camp/Retreat staff person may be in the vehicle, as long as at least two other people are in the vehicle.
GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

The following guidelines are intended to assist Camp/Retreat personnel in monitoring and supervising behaviors and interactions with children and youth to help identify and stop those that may be inherently harmful to children or youth, that are the type used by child molesters to groom children, youth and their parents, or that may create the conditions where abuse can occur more easily. These guidelines should also be used to make decisions about interactions with children and youth involved in Camp/Retreat. They are not designed or intended to address interactions within families.

1. All Camp/Retreat personnel shall be provided with a copy of the Greek Orthodox Archdiocese Youth Protection Manual Policies and Procedures for Event Staff and shall, prior to commencing any duties, sign the Code of Conduct for the Protection of Children and Youth.

2. No person shall serve in the capacity of Camp/Retreat personnel for Camp/Retreat until the person has been endorsed by his/her local priest and known to such priest for at least six (6) months. Additionally, all Camp/Retreat personnel for Camp/Retreat should be an Orthodox Christian in good standing or at the discretion of the Camp/Retreat director.

3. Camp/Retreat personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with Camp/Retreat programs or activities.

4. Parents or guardians must complete written permission forms before Camp/Retreat personnel transport children and youth for Camp/Retreat sponsored activities or for any purpose.

5. Camp/Retreat personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Camp/Retreat personnel will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.

6. One-to-one counseling with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.

7. Camp/Retreat personnel are prohibited from attempting to form exclusive personal relationships with a child or youth. The Camp/Retreat program will not provide personal contact information to campers and staff. Personnel are prohibited from providing a child or youth with their personal cell phone number, personal address, etc. If there is a special circumstance where a young person needs to contact camp staff, they may do so via email. Any contact outside the camp/retreat setting should continue to be both appropriate and professional and serve as a reflection of these polices. It is recommended that camp/retreat personnel maintain a record of their interactions between campers and themselves.

8. Camp/Retreat personnel are prohibited from having sexual contact with a child or youth.
9. Camp/Retreat personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) during Camp/Retreat, on any Church property, or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.

10. Camp/Retreat personnel are prohibited from using the Internet to view or download any sexually oriented materials during Camp/Retreat, on Church property or in the presence of children or youth.

11. Camp/Retreat personnel are prohibited from using the Internet or any online social networking site to inappropriately contact children and youth, during or after camp. See Social Networking and Digital Communication Policy (page 29) for more information.

12. Camp/Retreat personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth. Appropriate discussions about a Camp/Retreat staff member’s own abstinence can be held as long as another staff member is present. These discussions should be consistent and reflect the teachings of the Orthodox Church.

13. Camp/Retreat personnel are prohibited from sleeping in the same beds or sleeping bags with children or youth (other than a parent with his/her own child). If Camp/Retreat personnel are sharing a room or tent with children or youth, parental consent of each child or youth in the tent/room shall be required. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge.

14. In the event that a Camp/Retreat is utilizing a hotel, as well as following the YPM, there must be one camper per bed (unless children are siblings) and adults and campers must change in the bathroom only. If an adult must be in the same room (they must be in a separate bed or sleeping bag), ensure that there is parental consent and at least two campers with them.

15. Camp/Retreat personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.

16. Camp/Retreat personnel are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, demanding push-ups, making a child or youth stand for long periods of time, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.

17. Camp/Retreat personnel are prohibited from using inappropriate language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.

18. Camp/Retreat personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to Camp/Retreat activities.
SECTION FOUR: GUIDELINES

GUIDELINES FOR APPROPRIATE AFFECTION

The Greek Orthodox Archdiocese of America is committed to creating and promoting a positive, nurturing, Christian environment for children and youth ministries (including camping and retreat ministries) that protect our children and youth from abuse and our Camp/Retreat personnel from false allegations or the appearance of misconduct. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate; otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Camp/Retreat personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all Camp/Retreat personnel involved with Camp/Retreat.

1. Christian love and affection are part of church life and ministry. There are many ways to demonstrate APPROPRIATE affection while maintaining positive and safe boundaries with children and youth.

Some POSITIVE and APPROPRIATE forms of affection are listed below:

- Brief hugs.
- Pats on the shoulder or back.
- Handshakes.
- “High-fives” and hand slapping
- Verbal Praise.
- Touching hands, shoulders and arms of children or youth.
- Arms around shoulders.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Kissing on one or both cheeks when culturally appropriate.
2. The following forms of affection are considered INAPPROPRIATE with children and youth in ministry settings because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.

**INAPPROPRIATE FORMS OF AFFECTION** include:

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over four years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth.
- Touching knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth.
SECTION FIVE: SCREENING AND SELECTION

The first step in developing quality Camp/Retreat programs is to seek appropriate people. Screening and selection comprise the first component of youth protection. In this section, screening and selection are defined and clear instructions are given for each. Selecting is the process of identifying suitable candidates for Camp/Retreat ministry and choosing from among them. Selections should be based on established criteria of qualifications and characteristics applicable to that type of youth ministry. Screening is the process of learning about a candidate's history and character in an attempt to discern his/her suitability to youth work.

SCREENING AND SELECTION

1. Any and all Camp/Retreat personnel shall be screened and selected utilizing at least the following, as well as any other processes or procedures that may be required by applicable state law:

   a. A Standard Application (or Standard Re-Application) completed by the applicant that includes an authorization for the release of information (included in application) to conduct background checks and the Code of Conduct (Section 3).

   b. YPM Policies and Procedures for Event Staff must be read by each applicant prior to applying.

   c. Criminal Records Check (except for fingerprint checks) in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church or required by applicable law.

   d. Sexual Offender Registry Check in any state where the applicant has resided during the past seven (7) years.

   e. Interview with the applicant. The applicant should interview with more than one person whenever possible. The individual interview provides the opportunity to address concerns or ask questions raised by the application and also gives the organization the opportunity to watch the applicant and gather some impression of his/her speaking ability and self-presentation.

   f. Reference Checks of persons outside the Camp/Retreat community who know the applicant, preferably who know how the applicant works with children/youth.

   g. Driving or Motor Vehicles Record Check if the person may be transporting children or youth in a vehicle.

2. Data collected under this section shall be kept confidential, maintained in a secure location at the applicable Metropolis/Direct Archdiocesan District, and released only on a need to know basis. Notwithstanding, the above, any negative report or adverse findings shall be immediately forwarded to the National Director of the Department of Youth and Young Adult Ministries, who shall maintain the information in a secure file and distribute appropriately to the Youth and Young Adult Ministry Team on a regular basis.
3. All information gathered about an applicant will be reviewed and evaluated to make a
determination regarding the suitability of the applicant for Camp/Retreat ministry. 
External professionals shall be consulted as necessary.

4. Criminal records checks and sexual offender registry checks will be conducted every three 
(3) years, or as more frequently required by law, for Camp/Retreat personnel who continue 
to participate in Camp/Retreat ministry. However, the Standard Application form must be 
filled out each year.

5. No person will be permitted to supervise (e.g. be responsible for observation, evaluation, 
promotion or discipline of) an immediate family member when working in a Camp/Retreat 
ministry. For the purpose of this manual, an immediate family member is defined as 
spouse, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, 
stepsibling, grandparent, or co-habitant. If this is unavoidable, the immediate supervisor 
must provide a designated, un-related person to report complaints.

6. Each Camp/Retreat program will provide the names and phone numbers of two people 
who can accept complaints about programming or Camp/Retreat personnel (e.g. Camp 
Director; local Metropolis/Direct Archdiocesan District Youth Director).

7. Camp/Retreat personnel who wish to participate in more than one Camp/Retreat program 
shall be required to undergo the screening and selection process outlined above for each 
Camp/Retreat program in which they will serve. This requirement may be met through a 
transfer of a copy of their file to the new Camp/Retreat program, together with completion 
of a new application, individual interview and new reference checks.

8. All Camp programs shall comply with state requirements for camps and this Manual is 
subject to any applicable state or municipal laws on camps.
SECTION SIX: TRAINING

EDUCATION AND TRAINING REQUIREMENTS

1. Camp/Retreat personnel are required to attend a child abuse prevention-training program as directed by the National Department of Youth and Young Adult Ministries. Instruction includes internet-based abuse prevention training and in-person training with the Camp Director prior to the camping season.

2. Camp Directors who are responsible for screening, selection and supervision of others in Camp/Retreat programs are required to complete an additional three (3) hours of specialized education and training in screening, selection and monitoring, as directed by the National Department of Youth and Young Adult Ministries.
SECTION SEVEN: RESPONDING TO PROBLEMS

REPORTING INAPPROPRIATE BEHAVIORS OR POLICY VIOLATIONS WITH CHILDREN OR YOUTH

1. When Camp/Retreat personnel observe any inappropriate behaviors that are inconsistent with the GUIDELINES FOR APPROPRIATE AFFECTION, or which may violate any provision of this Manual, these are circumstances that prompt reports. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on over-night trips without other adults, swearing or making suggestive comments to children or youth, or selecting or using staff or volunteers without the required screening.

2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in the following way:

   a. An immediate discussion with the Camp/Retreat director. If the Camp/Retreat director is involved in the inappropriate behavior, contact the Metropolis Youth Director.

   b. The Camp/Retreat Director will submit a NOTICE OF CONCERN (Page 30-31) signed or unsigned, to the Metropolis Youth Director.

3. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

REPORTING SUSPECTED ABUSE OF CHILDREN OR YOUTH

1. Each Camp/Retreat Program will provide Camp/Retreat personnel, prior to the commencement of their service, with the reporting procedure for such state authorities in the applicable state.

2. All Camp/Retreat personnel are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities, through the Camp/Retreat director. If the Camp/Retreat director is involved in the incident, all Camp/Retreat personnel are required to report to the known or suspected abuse of children or youth to the appropriate state authorities, through the Metropolis Youth Director/Metropolis Chancellor.

3. Failure to report suspected abuse of children or youth is a crime. Reports may be made confidentially or anonymously. State laws provide immunity from civil liability for good faith reporting.
4. In addition to reporting to the state authorities, the Camp/Retreat director is required to report any suspected or known abuse of children or youth that may have been perpetrated by Camp/Retreat personnel directly to the Metropolis Youth Director so that immediate and proper steps may be taken to ensure the safety of alleged victims and the accused.

5. Reports of suspected or known abuse that involve Camp/Retreat personnel must be reported to the applicable Metropolis/Direct Archdiocesan District in the following ways:

   a. A telephone call, email, meeting or fax to the Metropolis Youth Director.

   b. Submit a NOTICE OF CONCERN (Page 26–27), signed or unsigned, to the Metropolis Hierarch.

6. The Metropolis/Direct Archdiocesan District will cooperate with any investigation by state authorities to the fullest extent.
**SECTION EIGHT: FORMS AND DOCUMENTS**

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STAFF APPLICATION FORM FOR CAMPS/RETREATS

This form is available for download at www.youth.goarch.org. The following components must be included in your Staff Application for Camps/Retreats. Please complete all of the questions accurately and fully. Attach additional sheets if needed.

Today's date: ____________________

PERSONAL DATA

Name: _______________________________________________________
Street Address: _______________________________________________ State: ___________________________ Zip: _________
City: ___________________________ State: ___________________________ Zip: _________
How long at current address? ______________________________________
Email Address: _______________ Home Phone: ___________ Work Phone: ___________
Cell Phone: _______________ Best time to contact you: ______________________________________
Parish: _____________________ Metropolis: _______________________
Parish Priest:_________________________________________________
Driver license number: State, Expiration Date: ___________________________
Social Security number: ___________________________________________
Automobile Insurance Information (if applying for position that requires driving).

______________________________

Are you legally eligible to work in this country? [ ] Yes [ ] No

Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.

Please list your addresses in the past five years:

1. _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

2. _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

3. _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

4. _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
For what position are you applying? ______________________________________________________

What interests you about the position for which you are currently applying?
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
What has prepared you for the position for which you are currently applying?
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Please explain your current participation in the Orthodox Church.
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Are you a steward in good standing of a parish? Which parish?
_______________________________________________________________________________

What other religious or church-related programs have you been involved in at the parish listed above?
_______________________________________________________________________________
_______________________________________________________________________________

At what other parish(es) have you been a member? Who were the priests then?
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

What religious or church-related programs have you been involved in at other parishes?
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
What steps are you taking or have you taken to better know your faith?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Why do you want to be in camping or youth ministry (retreats)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What do you believe you can contribute to the Camp/Retreat?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Specifically, what God-given talent(s) can you offer to the Camp/Retreat?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?  [  ] Yes [  ] No  If yes, please explain below

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
EMPLOYMENT HISTORY (Please complete for prior TEN years of employment)

Current Employer: ________________________________
Company Name: ________________________________
Address: ______________________________________

City: ______________________ State: ___________ Zip: __________
Immediate supervisor name: ____________________________
Immediate supervisor phone number: ____________________________
Position held: __________________ Employment Dates: from to: _________

PREVIOUS EMPLOYER:_____________________________________
Company Name: ________________________________
Address: ______________________________________

City: ______________________ State: ___________ Zip: __________
Immediate supervisor name: ____________________________
Immediate supervisor phone number: ____________________________
Position held: __________________ Dates of employment: from to: _________
Reason for leaving position: ____________________________

PREVIOUS EMPLOYER:_____________________________________
Company Name: ________________________________
Address: ______________________________________

City: ______________________ State: ___________ Zip: __________
Immediate supervisor name: ____________________________
Immediate supervisor phone number: ____________________________
Position held: __________________ Dates of employment: from to: _________
Reason for leaving position: ____________________________

PREVIOUS EMPLOYER:_____________________________________
Company Name: ________________________________
Address: ______________________________________

City: ______________________ State: ___________ Zip: __________
Immediate supervisor name: ____________________________
Immediate supervisor phone number: ____________________________
Position held: __________________ Dates of employment: from to: _________
Reason for leaving position: ____________________________

PREVIOUS EMPLOYER:_____________________________________
Company Name: ________________________________
Address: ______________________________________

City: ______________________ State: ___________ Zip: __________
Immediate supervisor name: ____________________________
Immediate supervisor phone number: ____________________________
Position held: __________________ Dates of employment: from to: _________
Reason for leaving position: ____________________________
VOLUNTEER EXPERIENCE
Include all experience working with children or youth.
Organization: ____________________________________________
Contact: ________________________________________________
Phone: _________________________________________________
Duties: __________________________________________________
Dates: ____________________ from:________________________ to: __________________

VOLUNTEER EXPERIENCE
Include all experience working with children or youth.
Organization: ____________________________________________
Contact: ________________________________________________
Phone: _________________________________________________
Duties: __________________________________________________
Dates: ____________________ from:________________________ to: __________________

EDUCATIONAL HISTORY
Name: _________________________________________________
Address: ______________________________________________
City: _________________________ State: ___________ Zip: __________
Phone: _________________________________________________
Duties: __________________________________________________
Dates: ____________________ from:________________________ to: __________________
Type of school: __________________________________________
Name of program or degree: _________________________________
Program completed: ______________________________________

EDUCATIONAL HISTORY
Name: _________________________________________________
Address: ______________________________________________
City: _________________________ State: ___________ Zip: __________
Phone: _________________________________________________
Duties: __________________________________________________
Dates: ____________________ from:________________________ to: __________________
Type of school: __________________________________________
Name of program or degree: _________________________________
Program completed: ______________________________________

PROFESSIONAL/CIVIC REFERENCE
Name: _________________________________________________
Address: ______________________________________________
City: _________________________ State: ___________ Zip: __________
Phone: ______________________ How long have you known this person? __________
Relationship to you: ____________________________________
FAMILY REFERENCE
Name: ____________________________
Address: __________________________
City: ____________________________ State: _______ Zip: __________
Phone: __________________________ How long have you known this person? _______
Relationship to you: __________________________

SPIRITUAL REFERENCE (PRIEST)
Name: ____________________________
Address: __________________________
City: ____________________________ State: _______ Zip: __________
Phone: __________________________ How long have you known this person? _______
Relationship to you: __________________________

Acknowledgement, Release and Signature
To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize [Name of Camp/Retreat] to request and receive such information.

If hired or chosen, I agree to be bound by [Name of Camp/Retreat] policies and procedures, including but not limited to the Greek Orthodox Archdiocese Youth Protection Manual Policies and Procedures for Event Staff. I understand that these may be changed, withdrawn, added to or interpreted at any time at [Name of Camp/Retreat Program] sole discretion and without prior notice to me. I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of [Name of Camp/Retreat] or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and [Name of Camp/Retreat] for either employment, volunteering or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.
Signature: __________________________
Signature Date: __________________________
STAFF RE-APPLICATION FORM FOR CAMPS/RETREATS

This form may be used for returning staff as long as their original application is on file. Returning staff must fill out original application every other year. Please complete all of the questions accurately and fully. Please attach additional information if needed.

Today’s date: _______________

PERSONAL DATA
Name: ____________________________ Date of Birth: ____________
Street Address: ____________________ State: ________________ Zip: ____________
City: ____________________________ How long at current address? ____________
Email Address: ____________________ Home Phone: _________ Work Phone: _________
Cell Phone: ________________________ Best time to contact you: ____________
Parish: ____________________________ Metropolis: ________________
Parish Priest: ______________________
Driver license number: State, Expiration Date: ______________________
Social Security number: ______________________
Automobile Insurance Information (if applying for position that requires driving).

[ ] Yes [ ] No

Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.

Please list your addresses in the previous year. Attach additional information if needed.

1. ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

2. ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

For what position are you applying? ____________________________

What interests you about the position for which you are currently applying?
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
What experience have you gained and what do you believe you can contribute as a returning staff member?

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

Specifically, what God-given talent(s) do you feel you can offer to the program?

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

What were your strengths and weaknesses as a staff member?

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

Please explain your current participation in the Orthodox Church in the past year. In what parish programs/ministries have you been involved?

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

What steps have you taken in the past year to better know your faith?

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

Please provide any additional information that you feel would be helpful:

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult? [ ] Yes [ ] No If yes, please explain below

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________
EMPLOYMENT HISTORY Complete for previous year

Current Employer: ____________________________________________________________
Company Name: ____________________________________________________________
Address: __________________________________________________________________

City: ______________________ State: ____________ Zip: ______________________
Immediate supervisor name: _________________________________________________
Immediate supervisor phone number: __________________________________________
Position held: ___________________________ Employment Dates: from to: __________

Previous Employer: __________________________________________________________
Company Name: ____________________________________________________________
Address: __________________________________________________________________

City: ______________________ State: ____________ Zip: ______________________
Immediate supervisor name: _________________________________________________
Immediate supervisor phone number: __________________________________________
Position held: ______________________________________________________________
Dates of employment: from to: ________________________________________________
Reason for leaving position: __________________________________________________

VOLUNTEER EXPERIENCE Include all experience working with youth in the previous year
Organization: ______________________________________________________________
Contact: __________________________________________________________________
Phone: ___________________________________________________________________
Duties: __________________________________________________________________
Dates: ___________________________ from: __________ to: ________________

EDUCATIONAL HISTORY Complete for previous year
Name: _____________________________________________________________________
Address: __________________________________________________________________
City: ______________________ State: ____________ Zip: ______________________
Phone: ___________________________________________________________________
Duties: __________________________________________________________________
Dates: ___________________________ from: __________ to: ________________
Type of school: ______________________________________________________________
Name of program or degree: _________________________________________________
Program completed: _________________________________________________________

PROFESSIONAL/CIVIC REFERENCE
Name: _____________________________________________________________________
Address: __________________________________________________________________
City: ______________________ State: ____________ Zip: ______________________
Phone: __________________________ How long have you known this person? ________
FAMILY REFERENCE
Name: __________________________________________
Address: ________________________________________
City: ___________________________ State: __________ Zip: __________
Phone: ________________________ How long have you known this person? _______
Relationship to you: __________________________________________

SPIRITUAL REFERENCE (PRIEST)
Name: __________________________________________
Address: ________________________________________
City: ___________________________ State: __________ Zip: __________
Phone: ________________________ How long have you known this person? _______
Relationship to you: __________________________________________

Acknowledgement, Release and Signature
To the best of my knowledge, the information contained in this application is complete
and accurate. I understand that providing false information is grounds for not hiring me
or choosing me for a volunteer position or for my discharge if I have already been hired
or chosen. I authorize any person or organization, whether or not identified in this
application, to provide any information concerning my previous employment,
education, credit history, driving record, criminal conviction record, sexual offender
registry or other qualifications for my employment or volunteering. I also authorize
[Name of Camp/Retreat] to request and receive such information.

If hired or chosen, I agree to be bound by [Name of Camp/Retreat] policies and
procedures, including but not limited to the Greek Orthodox Archdiocese Youth
Protection Manual Policies and Procedures for Event Staff. I understand that these
may be changed, withdrawn, added to or interpreted at any time at [Name of
Camp/Retreat Program] sole discretion and without prior notice to me. I also
understand that my employment or volunteering may be terminated, or any offer or
acceptance of employment or volunteering withdrawn, at any time, with or without
cause, and with or without prior notice at the option of [Name of Camp/Retreat] or
myself.

Nothing contained in this application or in any pre-employment or pre-volunteering
communication is intended to or creates a contract between myself and [Name of
Camp/Retreat] for either employment, volunteering or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.
Signature: __________________________________________
Signature Date: ________________________________________
CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

Read and initial each item to signify your agreement to comply with this Code of Conduct.

___ I agree to do my best to prevent abuse of children and youth involved in the [name of Camp/Retreat program].

___ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

___ I have received and reviewed a copy of, and agree to comply with the Greek Orthodox Archdiocese Youth Protection Manual Policies and Procedures for Event Staff (the “Policy”) developed by the Greek Orthodox Archdiocese of America in cooperation with Praesidium, Inc.

___ In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations to my supervisor and/or to appropriate state authorities as may be required by law, and as otherwise may be required under the Policy.

___ I specifically acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the Policy and applicable law.

___ I understand that the church or [name of Camp/Retreat Program] will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

___ I understand that I am an at-will employee or volunteer and can be removed from my position at any time and for any reason, or no reason, in the sole discretion of the [name of Camp/Retreat Program]. In addition, and without limiting the above,

a. The [name of Camp/Retreat program] (the “Program”) may, in its sole discretion, deny the application of any person who answers yes to the following question: “Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?” If I am selected, and the Program later discovers circumstances that would indicate a “yes” answer to the above question, I may be terminated immediately.

b. The information provided on this form is subject to verification, which may include, but not be limited to, a criminal history check and request for information from any Central Registry of child abusers.

c. The Program may, in its sole discretion, terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to

   i. have been the subject of any complaint(s) of abuse of a minor, whether or not criminally charged or the subject of a civil suit;
   ii. have resigned, been terminated or been asked to resign a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
   iii. have falsified or omitted information in this disclosure statement

d. This disclosure statement must be updated yearly.

Signature ___________________________ Date: __________

Signature of Minor’s Parent or Guardian: ___________________________ Date: __________
As a youth worker for the Greek Orthodox Archdiocese of America, you accept a great responsibility for nurturing the lives of young people, extending far beyond your interaction with them at a Direct Archdiocesan District/Metropolis camp or event (hereafter referred to as “event”). Young people will look to you as an example of Christian living, and may model many of their decisions based on what they see (or perceive) you doing, both on or offline. A youth worker will forever be recognized by young people, parents, clergy, and fellow staff members as a representative of the Church. For this reason, you should carefully consider the content and nature of any type of communication with a young person.

For the purpose of this Social Networking and Digital Communication Policy, content is defined as photos, videos, messages, posts, or any other information shared through social networking sites. In addition, this policy applies to any and all forms of digital communication, including but not limited to email, instant messages, texts, MMS, video chat, etc. One must also consider that any digital communication or content posted online, without its proper and original context, could be misconstrued, ultimately damaging the participants of this event and the Greek Orthodox Archdiocese of America.

For your own protection and the protection of young people, youth workers are strongly discouraged from any form of digital communication with a minor, including being “friends” on a social networking site. In order to facilitate continued mentoring and dialogue online, it is recommended that event administration create “official” social networking groups or fan pages. This allows for healthy communication with young people in an open forum, rather than private communication with a young person.

The Greek Orthodox Archdiocese of America requires that staff observe the following policies:

**SOCIAL NETWORKING AND DIGITAL COMMUNICATION POLICY**

**Friends and Connections**
Youth workers are prohibited from initially contacting or requesting “friends” under the age of 18. Because you are in a position of authority as a youth worker, a young person may feel obligated to “accept” your friend request.

If a young person requests your “friendship” on a social networking site, or if you are already “friends” with minors, you are strongly encouraged to set stringent privacy settings in order to maintain appropriate boundaries.

**Appropriate Content and Behavior**
Any interactions with a young person through digital communication should be appropriate and professional and serve as a reflection of these policies.

Any inappropriate content on your profile/site or “tagged” to your profile/site must be removed. This applies to anything and everything on your profile/site, including both event and non-event
content, i.e. personal photos, event orientation or break, etc. If another individual posts inappropriate content on your profile/site, you should immediately remove it and notify them to refrain from posting inappropriate content in the future. You should monitor your own profile/site regularly to make sure that you are reasonably aware, at all times, of its content.

Youth workers must not use blogs, personal pages or websites to disparage the event, its staff, employees, other individuals, or the Greek Orthodox Archdiocese of America.

Youth workers must not use social networking sites to share content prohibited by the event or Greek Orthodox Archdiocese of America policies, and not consistent with an Orthodox Christian lifestyle. This includes the abuse of alcohol and drugs, sexual behavior, sexual harassment, bullying, or use of obscenities, profanity, or vulgar language.

**Reporting Procedure**
If you receive any inappropriate digital communication or content from a young person, you must immediately notify your direct supervisor, i.e. Event Director, Metropolis Youth Director, Metropolis Chancellor, etc.

If a young person reveals abuse or inappropriate interactions of any kind with an adult, you must immediately notify your direct supervisor, i.e. Event Director, Metropolis Youth Director, Metropolis Chancellor, etc.

If you have additional questions about reporting procedures, please refer to the “Reporting” section of the Policies and Procedures for Event Staff.

Any youth worker found to be in violation of any portion of this policy will be subject to immediate disciplinary action, and may include the youth worker’s immediate dismissal from the staff and exclusion from future programs, events and activities at the discretion of your direct supervisor, i.e. Event Director, Metropolis Youth Director, Metropolis Chancellor, etc.

____________________________________________________
Signature                                             Date

____________________________________________________
Signature of Minor’s Parent or Guardian               Date
NOTICE OF CONCERN

Individual(s) of Concern: ____________________________________________

Date of occurrence: __________ Time of occurrence: __________

Type of Concern:

[ ] Inappropriate behavior with a child or youth
[ ] Policy violation with a child or youth
[ ] Possible risk of abuse
[ ] Other concern

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified?
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

If reported to the State, what was their recommendation about investigating? Attach additional sheets if needed.
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Has this situation ever occurred previously? Attach additional sheets if needed.
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
What action was taken? How the situation was handled, who was involved, who was questioned, were police or other authorities called? Attach additional sheets if needed.

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? Attach additional sheets if needed.

Submitted by: (Please print):

Telephone number:

Location and address:

Signature:
Date:

Reviewed by:
Date:

Once completed, please keep a record for your camp files and forward to your local Metropolis/Direct Archdiocesan District Youth Department.
<table>
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<th>WEBSITE</th>
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TEXAS  www.tdprs.state.tx.us
UTAH   www.hsdcsf.utah.gov/
VERMONT www.state.vt.us/srs/
VIRGINIA www.dss.state.va.us
WASHINGTON www.wa.gov/dshs
WEST VIRGINIA www.wvdhhr.org
WISCONSIN www.dhfs.state.wi.us
WYOMING  http://dfsweb.state.wy.us/CHILDSVC/cpspamp.htm
BAHAMAS  www.bahamas.gov.bs/bahamasweb2/home.nsf/Agencies/
STATE CRIMINAL RECORDS AND SEX OFFENDERS REGISTRY INFORMATION

ALABAMA
Alabama Bureau of Investigation
Identification Unit - Record
Montgomery Checks
P. O. Box 1511, AL 36102-1511
(334) 260-1100 phone
(334) 395-4350 fax
jamespotts@gsiweb.net
Website: www.dps.state.al.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY
The online Sex Offender Registry is available at www.gsiweb.net.

ALASKA
Department of Public Safety
Records and Identification Bureau
5700 East Tudor Road
Anchorage, AK 99507
(907) 269-5511 phone
(907) 269-5091 fax
Website: www.dps.state.ak.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (907) 269-5767

ARIZONA
Arizona Department of Public Safety
Attn: Applicant Clearance Card Team
Mail Code 2200
P. O. Box 6638
Phoenix, AZ 85005-6638
(602) 223-2223 phone
(602) 223-2972 fax (Attn: Applicant Team 1)
Website: www.dps.state.az.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.
SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (602) 223-2876

ARKANSAS
Arkansas State Police
Identification Bureau
#1 State Police Plaza Drive
Little Rock, AR 72209
(501) 618-8500
(501) 618-8404 fax
Website: www.aps.state.ar.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (501) 682-2222

CALIFORNIA
State of California
Department of Justice
Record Security Section, C-121
P. O. Box 903387
Sacramento, CA 94203-3870
(916) 227-2928
Website: www.caag.state.ca.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date, or of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (860) 685-8060

COLORADO
Colorado Bureau of Investigations
690 Kipling Street, Suite 3000
Denver, CO 80215
(303) 239-4300 phone
Website: www.sor.state.co.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (303) 239-4208.
The online Sex Offender Registry is available at www.sor.state.co.us.
CONNECTICUT
State of Connecticut
Department of Public Safety
Attn: Bureau of ID, Records Section
1111 Country Club Road
P. O. Box 2794
Middletown, CT 06457-9294
(860) 685-8480 (for Name and Date of Birth Check)
(860) 685-8270 (for Fingerprint Check)
Website: www.state.ct.us/dps/

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (860) 685-8060.
The online Sex Offender Registry is available at: www.state.ct.us/dps/SexOffenderRegistryNOTICE.htm

Currently, information on registered sex offenders is only available to law enforcement personnel.
This law is being appealed before the U.S. Supreme Court.

DELAWARE
Delaware State Police
State Bureau of Identification
1407 N. Dupont Highway
Dover, DE 19901
(302) 739-5880
Website: www.state.de.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY
The online Sex Offender Registry is www.state.de.us

DISTRICT OF COLUMBIA
Metropolitan Police Department
Attn: Mail in Correspondence
300 Indiana Ave. N.W., Room 3061
Washington, DC 20001
(202) 727-4245
Website: www.ci.washington.dc.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (202) 727-4407
FLORIDA
Florida Department of Law Enforcement
P.O. Box 1489
ATTN: USB (User Services Bureau)
Tallahassee, FL 32302
(850) 410-8109
Website: www.2.fdle.state.fl.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or on the internet.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (850) 410.8572.

GEORGIA
Georgia Bureau of Investigations
3121 Panthersville Road
Decatur, GA 30034
(404) 244-2770
Website: www.ganet.org/gbi

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The online Sex Offender Registry is www.ganet.org/gbi

HAWAII
Hawaii Criminal Justice Data Center
465 South King Street
Room 101 Administration
Honolulu, HI 96813
(808) 587-3100
Website: www.state.hi.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (808) 587-3100.

IDAHO
Idaho State Police
Attn: BCI(Bureau of Criminal Identifications)
P. O. Box 700
Meridian, ID 83642
(208) 884-7134
Website: www.isp.state.id.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name or date of birth checks or fingerprint checks.
SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (208) 884-7305

ILLINOIS
Illinois State Police
Information and Technology Command
Bureau of Identification
260 North Chicago
Joliet, Illinois 60432-4075
(815) 740-5189
Website: www.state.il.us/isp/isphpage.htm

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (815) 740-5211.

INDIANA
Indiana State Police, Central Repository
100 North Senate Avenue, Room N302
Indianapolis, IN 46202-259
(317) 232-8266
Website: www.in.gov/isp/lch

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (317) 232-2560.

IOWA
Iowa Division of Criminal Investigation
Bureau of Identification
Wallace State Office Building
Des Moines, IA 50319
(515) 281-5138
(515) 242-6876 fax
Website: www.state.ia.us/govt/dps/dci/crimhist.htm

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (515) 281-4976.
KANSAS
Kansas Bureau of Investigations
Criminal Justice Information Systems Division
Attn: Adult Records (NCJRC)
1620 S. W. Tyler
Topeka, KS 66612-1837
(785) 296-8200
Website: www.kbi.state.ks.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The online Sex Offender Registry is available at www.kbi.state.ks.us.

KENTUCKY
Kentucky State Police
Records Branch
1250 Louisville Road
Frankfort, KT 40601
(502) 227-8700
(502) 227-8734 fax
Website: Website is unavailable at this time.

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (502) 227-8700.
The Sex Offender Registry is only available with a criminal background check.

LOUISIANA
Louisiana State Police
Bureau of Criminal Identification and Information
P. O. Box 66614, Mail Slip 18
Baton Rouge, LA 70896-6614
(225) 925-6095
(225) 925-7005 fax
Website: www.state.la.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (225) 925-6100.
MAINE
State Bureau of Identification
42 State House Station
Augusta, ME 04333
(207) 624-7009
Website: www.state.me.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (207) 624-7100.

MARYLAND
Central Repository
CJIS
P. O. Box 32708
Pikesville, MD 21282-2708
(410) 764-4501
Website: Website is unavailable at this time.

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry is available through a written request including name, address and reason for your request either faxed to (410) 653-5690 or e-mailed to sor@dpscs.state.md.us.

MASSACHUSETTS
Criminal History Systems Board
Attn: CORI unit
200 Arlington Street
Chelsea, MA 02150
(617) 472-2881 ext. 340
Website: www.state.ma.us/chsb

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (978) 740-6400.
**MICHIGAN**  
Michigan State Police  
CJIC  
7150 Harris Dr.  
Lansing, MI 48913  
(517) 322-1956  
Website: [www.michigan.gov](http://www.michigan.gov)  

**CRIMINAL BACKGROUND CHECK**  
Criminal background records are obtained through name and date of birth checks.  

**SEX OFFENDER REGISTRY**  
The Sex Offender Registry hotline is (517) 322-4939.  
The online Sex Offender Registry is available at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us).

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**MINNESOTA**  
Minnesota Department of Public Safety  
Bureau of Criminal Apprehension  
Criminal Justice Information Systems Section  
1246 University Avenue  
St. Paul, Minnesota 55104  
(651) 642-0670  
Website: [www.dps.state.mn.us](http://www.dps.state.mn.us)  

**CRIMINAL BACKGROUND CHECK**  
Criminal background records are obtained through name and date of birth checks.  

**SEX OFFENDER REGISTRY**  
The Sex Offender Registry phone number is (651) 603-6748.  
The online Sex Offender Registry is available at [www.doc.state.mn.us](http://www.doc.state.mn.us).

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**MISSISSIPPI**  
Mississippi State Department of Health  
Child Care Facilities Licensure Central Office  
P. O. Box 1700  
Jackson, MS 39215  
(601) 576-7613  
Website: [www.msdh.state.ms.us](http://www.msdh.state.ms.us)  

**CRIMINAL BACKGROUND CHECK**  
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.  

**SEX OFFENDER REGISTRY**  
The Sex Offender Registry hotline is (800) 222-8000.
MISSOURI
Missouri State Highway Patrol
Criminal Records and ID Division
P. O. Box 568
1510 East Elm St.
Jefferson City, MO 65102
(573) 526-6153
Website: www.state.mo.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry is available through your local sheriff’s department.

MONTANA
ID Bureau
P. O. Box 201403
Helena, MT 59620-1403
(406) 444-3625
Website: Website is unavailable at this time.

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (406) 444-9479.

NEBRASKA
Nebraska State Patrol
Attn: CID
P. O. Box 94907
Lincoln, NE 68509
(402) 471-4545
Website: www.state.ne.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (402) 471-8647.
NEW HAMPSHIRE
New Hampshire State Police
James Hayes Safety Building
10 Hazen Drive
Concord, NH 03305
(603) 271-2538
Website: www.state.nh.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (603) 271-2663.

NEW JERSEY
New Jersey State Police
Records and Identification Section
P. O. Box 7068
West Trenton, NJ 08625-0068
(609) 882-2000
Website: www.state.nj.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (609) 882-2000.

NEW MEXICO
Department of Public Safety
4491 Cerrillos Rd.
Santa Fe, NM 87504
(505) 827-9181
Website: www.state.nm.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (505) 827-9181.
NEW YORK
Office of Court Administration
Criminal Search Intake Unit
25 Beaver Street
New York, New York 10004
(212) 428-2810
Website: www.courts.state.ny.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (900)288-3838.

NORTH CAROLINA
State Bureau of Investigation
North Carolina Department of Justice
P. O. Box 29500
Raleigh, NC 27626-0500
(919) 662-4500
Website: www.state.nc.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The online Sex Offender Registry is available at http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm.

NORTH DAKOTA
North Dakota Bureau of Criminal Investigations
Criminal Records Section
4205 State Street (zip code is 58503)
P.O. Box 1054
Bismarck, ND 58502-1054
(701) 328-5500
Website: www.ag.state.nd.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (701) 328-5500.
**OHIO**

AGENCY Ohio Bureau of Criminal Identification  
P. O. Box 365  
London, OH 43140  
(740) 845-2000  
Website: [www.state.oh.us](http://www.state.oh.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry is only available with a criminal background check.

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**OKLAHOMA**

Oklahoma State Bureau Identification  
Criminal History Reporting  
6600 North Harvey, Building 6, Suite 140  
Oklahoma City, OK 73116  
(405) 879-2528  
Website: [www.osbi.state.ok.us](http://www.osbi.state.ok.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (405) 228-2060.

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**OREGON**

Oregon State Police  
Attn: Open Records  
Unit 11  
P.O. Box 4395  
Portland, OR 97208-4395  
(503) 378-3070  
Website: [www.osp.state.or.us](http://www.osp.state.or.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (503) 378-3720.
Pennsylvania
Pennsylvania State Police
Records and Identification Division
1800 Elmerton Avenue
Harrisburg, PA 17110
(717) 783-5492
Website: www.state.pa.us

Criminal Background Check
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

Sex Offender Registry
The Sex Offender Registry hotline is (717) 705-4253.

Rhode Island
Agency Department of Attorney General Office
Attn: BCI
150 South Maine Street
Providence, RI 02903
(401) 421-5268
Website: www.state.ri.us

Criminal Background Check
Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry
The Sex Offender Registry hotline is (401) 421-5268 ext.2288

South Carolina
SLED (State Law Enforcement Division)
Attn: Records
P. O. Box 21398
Columbia, SC 29221
(803) 737-9000
Website: www.sled.state.sc.us

Criminal Background Check
Criminal background records are obtained through name and date of birth checks.
Criminal background records can be obtained online at www.sled.state.sc.us.

Sex Offender Registry
The online Sex Offender Registry is available at www.sled.state.sc.us.
SOUTH DAKOTA
Division of Criminal Investigation/ Identification Section
500 East Capital
Pierre, SD 57501-5070
(605) 773-3331
Website: www.state.sd.com

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (605) 773-3331.

TENNESSEE
Tennessee Bureau of Investigation
Records and Identification Unit - Applicant Processing
901 R. S. Gass Blvd.
Nashville, TN 37216
(615) 744-4000
Website: www.tbi.state.tn.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (615) 744-4000.

TEXAS
Texas Department of Public Safety
Crime Records Division
P. O. Box 4143
Austin, Texas 78765
(512) 424-5664
Website: www.txdps.state.tx.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline (512) 424-2279.

UTAH
Utah Department of Criminal Identification
3888 W. 5400 South
Salt Lake City, UT 84114-8280
(801) 965-4569
Website: www.bci.utah.gov

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (801) 538-4003.
VERMONT
Vermont Criminal Information Center
Department of Public Safety
103 South Main Street
Waterbury, VT 05671-2101
(802) 244-8727
Website: www.dps.state.vt.us

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (802) 241-5400.

VIRGINIA
Virginia State Police
7700 Midlothian Turnpike
Richmond, VA 23235
(804) 674-2000
Website: www.virginiatrooper.org

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (804) 674-2000.

WASHINGTON
AGENCY Washington State Patrol
Identification and Criminal History Section
P. O. Box 42633
Olympia, WA 98504-2633
(360) 705-5100
Website: https://watch.wsp.wa.gov

CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY
The Sex Offender Registry is available through your local sheriff’s department.
**WEST VIRGINIA**
West Virginia State Police
Criminal Identification Bureau
Records Section
725 Jefferson Road
South Charleston, WV 25309
(304) 746-2100
Website: www.wvstatepolice.com

**CRIMINAL BACKGROUND CHECK**
Criminal background records are obtained through fingerprint checks.

**SEX OFFENDER REGISTRY**
The Sex Offender Registry hotline (304) 746-2133.

**WISCONSIN**
AGENCY Crime Information Bureau
Record Check Unit
P. O. Box 2688
Madison, WI 53701-2688
(608) 266-5764
Website: http://wi-recordcheck.org

**CRIMINAL BACKGROUND CHECK**
Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**
The Sex Offender Registry hotline (800) 398-2403.

**WYOMING**
Division of Criminal Investigation
316 West 22nd St.
Cheyenne, WY 82002
(307) 777-7523
Website: www.wy.state.us

**CRIMINAL BACKGROUND CHECK**
Criminal background records are obtained through fingerprint checks.

**SEX OFFENDER REGISTRY**
The Sex Offender Registry hotline is (307) 777-7809.