



## THE EPISCOPAL DIOCESE OF TENNESSEE

# Background Check Costs & Procedures

### Who needs one?

- Church/Day School staff members
- Church/Day School Volunteers (includes members of all vestries and other church councils)

### How do I get a background check completed?

- Have staff member/volunteer complete authorization form. The form can be found here: <http://edtn.org/background-investivation/authorization-form/>
- Send a completed authorization form to the Diocesan Office: [backgroundcheck@edtn.org](mailto:backgroundcheck@edtn.org)

### How much does it cost?

- Most cost \$25
- See back of the sheet for specific pricing

### Record Keeping:

- The Diocesan Office will send you a record of all background checks completed in your parish.
- Background checks are good for 3 years for lay staff and volunteers; 5 years for clergy.

### Questions?

Contact Sandra Beld, Diocesan Administrator

[sbeld@edtn.org](mailto:sbeld@edtn.org)

615-251-3322



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