



**Archdiocese of Newark**  
*Office of Child and Youth Protection*

Entering the  
Third Millennium,  
proclaiming in faith and love  
the mission of  
Christ the Redeemer!

**FROM:** Karen Clark  
Director, Office of Child and Youth Protection

**DATE:** May 2, 2015

**RE:** Use of the word "Credit" on background screen documents

Despite a letter I wrote and distributed several years ago, some volunteers continue to have concerns about the types of background checks being done on them. I understand that these concerns for the most part stem from our use of the word "Credit" on the Volunteer Application (i.e., Fair Credit Reporting Act and Credit Reporting Agency). All people who have their background checked in the United States, have to be told, on a separate form, that they have rights under the Fair Credit Reporting Act, no matter what aspect of their background is being checked. This Act, for example, provides for the person to get a copy of any report, and the ability to dispute its findings. The companies we use (Sterling BackCheck for employees and Verified Volunteers for volunteers) are known as Credit Reporting Agencies. Although some of their customers do credit checks, we do not. It has databases on a number of aspects of people's backgrounds, and we only do the following checks:

- Social Security trace
- Government Watch List Search
- 50 State Department of Justice Sex Offender Registry
- Advanced Criminal History locator search, including Nationwide database search, arrest records search and county record search

The Archdiocese has contracted with these companies to provide only a criminal background check of staff and volunteers who are involved in working with or for children and youth in our schools, religious education programs and ministry activities. We do not receive any information concerning commercial or personal credit information or histories.

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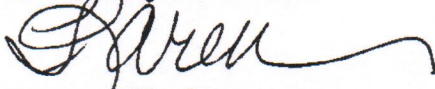
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Since our only concern is to ensure that those who work with children and youth do not have any significant background of criminal or unlawful activity, we do not ask for or receive any other personal information.

We share the concerns that many people have about personal security and privacy of information, and we are committed to ensuring that any information provided to the Archdiocese – either from staff and volunteers or from providers of criminal background screenings – remains so.

I hope this memo addresses the concerns of your volunteers, and that they will quickly submit the forms you need to do the background checks.

Sincerely in Christ,

A handwritten signature in black ink, appearing to read "Karen", with a long, sweeping horizontal flourish extending to the right.

Karen Clark  
Director, Safe Environment  
Office of Child and Youth Protection