

## FAQ

### **CLERGY BACKGROUND CHECKS**

**Q: What do I need to do to complete my background check?**

A: You will receive a link with the INUMC communication for your Charge Conference paperwork which will take you to an INUMC web page with the instructions and forms you need to complete this process. You will fill out a form for payment for the background check and a form for providing your information and permission to run the background check.

**Q: Is my personal information secure?**

A: Your form will go directly to a secured INUMC account which can only be accessed by the two people who process our background checks. They share your information with *Ministry Safe* (our background check provider).

**Q: How much does a background check cost?**

A: We are happy to announce there is no cost to our colleagues for this year's quadrennial background check. Our Council on Finance and Administration will be supporting this important work using funds from the Conference Tithe.

**Q: What all is covered in the background check?**

A: This is a standard background check without any associated credit check. Ministry Safe will check and report on any criminal or driving records.

**Q: What is Form 114 and do I have to fill it out?**

A: Individuals who have a charge on their record fill out Form 114. You do not need to fill it out if you do not have a charge on your record. Form 114 provides an opportunity for anyone who has a misdemeanor or felony charge to acknowledge and explain the circumstances.

**Q: I just had a background check, do I have to do another one?**

A: Only background checks completed in 2022 meet the criteria for this requirement. If you had a check done by our conference during 2022, you may check with Michele Phillips at [MinisterialServices@inumc.org](mailto:MinisterialServices@inumc.org) to be sure it is recorded correctly in our database.

**Q: I get background checks through my extension ministry/deacons' primary appointment outside the local church, can I just use that?**

A: No. We have high confidence in our background check provider and our process for vetting the background checks. As we cannot know what process a different organization uses, we cannot approve any background check from an unknown source.