



# Diocese of St. Augustine Criminal Background Check

**Please complete both sides of form.  
Type or print clearly all information in black or blue ink**

This information is being submitted in connection with my  **employment** or  **volunteer** service at  
(Please Check One of the three choices below and enter the name of the school, parish or ministry):

**School**  \_\_\_\_\_

**Parish**  \_\_\_\_\_

**Ministry**  \_\_\_\_\_

Job Title / Describe Duties \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle (Maiden)

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Race \_\_\_\_\_ Sex \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Have you lived outside the United States during the most recent consecutive 5-year period?  No  Yes  
If yes,  
Country \_\_\_\_\_ Dates \_\_\_\_\_

Reason for living outside of the United States:  Military Assignment  Education  Other \_\_\_\_\_

If you have lived outside of the United States during the most recent consecutive 5-year period, you may be required to submit to an international criminal background check prior to beginning employment or service in the diocese.

Have you ever been convicted, entered a plea of "no contest", had prosecution deferred or adjudication withheld for any crime, except a minor traffic violation?  No  Yes

If yes, please give dates and a full description \_\_\_\_\_

I hereby state that all of the information on this form is true and complete. I understand that this request will be used to conduct a criminal history background check to determine my suitability for service with the Diocese of St. Augustine. I understand that my service with the Diocese of St. Augustine may be terminated if any such information is later found to be false or incomplete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Diocesan Office Use Only**

Date Processed: \_\_\_\_\_ Comments: \_\_\_\_\_

- Cleared employee
- Cleared on retention list
- Cleared volunteer
- Denied

Authorized Signature \_\_\_\_\_



**VECHS WAIVER AGREEMENT AND STATEMENT**  
**Volunteer & Employee Criminal History System (VECHS)**  
for Criminal History Record Checks  
under the National Child Protection Act of 1993, as amended,  
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize the Diocese of St. Augustine to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

**A national criminal history background check on me has previously been requested by:**

\_\_\_\_\_  
(Name and Address of Previous Qualified Entity) (Year of Request)

I \_\_\_ have **OR** \_\_\_ have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_ do **OR** \_\_\_ do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee  Volunteer  Contractor/Vendor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**TO BE COMPLETED BY QUALIFIED ENTITY:**

Entity Name: Diocese of St. Augustine  
Safe Environment Office

Address: 11625 Old St. Augustine Road  
Jacksonville, FL 32258

Telephone: 904-262-3200

FDLE Assigned Qualified Entity Numbers: 16040211, 16040011, 16040156

**ORIGINAL - MUST BE RETAINED BY THE DIOCESE OF ST. AUGUSTINE**