



The Episcopal Diocese of Western North Carolina

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Background Checks

Active Screening Faith has been consolidated to **Protect My Ministry**. To set up an account please call the support number at 1-800-319-5581. Once you are approved, you will be sent a username and password to logon to the Protect my Ministry website. Then you can begin processing background checks using the Episcopal Diocese of Western North Carolina (WNC) Screening package options.

Background Check Packages:

Staff Package: Base price of \$37.50

Each educational institution and state have additional mandated processing fees. **These fees are not covered in the base price; therefore, the total cost will increase by the cost of the fees.**

For example, the National Student Clearinghouse charges \$8.76 per name searched as part of the education verification, and the state of North Carolina charges an additional \$12.75 for the Motor Vehicle Record processed through the state.

The **Initial Staff** package includes the following information:

- National Sex Offender Registry Search
- National Criminal Database Search
- Education Verification (*one record only; additional records cost extra*)
- Federal by District Criminal Search
- MVR (Motor Vehicle Record)

Volunteer Package: Base price of \$12.50

The base price does not include any state processing fees, which may be required to process the reports. Therefore, the total cost will increase by the cost of the fees. **Credit checks and DMV records can be added for an additional cost.*

The **Volunteer** package includes the following information:

- National Sex Offender Registry Search
- National Criminal Database Search

Note for Clergy

Protect My Ministry can be used for clergy seeking licensing only. For clergy new to the Episcopal Diocese of Western North Carolina, or for any clergy who will have cure at a parish in our diocese, background checks will be done using Oxford Documents, and the cost for the background check will be incurred by the clergy or the parish they are serving. The initial cost for an Oxford Document background screening is \$155 and can cost more depending on how many jurisdictions the clergy has lived. Please contact Jess Ives regarding Oxford Documents background checks.

Contact Info

Protect My Ministry: 1-800-319-5581 or cs@activescreeningfaith.com

Diocese: Eden Lewis, *Director of Formation & Discipleship*



Order a Background Check

All background checks are done online using [Protect My Ministry](#). Protect My Ministry is more than happy to walk you through the process if you need additional help.

Please note your church must set up an account with Protect My Ministry before you can order a background check.

Steps to ordering a Background Check

1. [Log into your account](#), click on My App, and then select Appscreen Management
2. Select Send Invitation
3. Enter your applicant's details (First Name, Last Name, Email Address).
4. Select which background check package you would like to use, and if needed check additional options.
5. Hit Send

Next Steps:

The applicant will receive an email from Protect My Ministry and follow a simple authorization process online (this takes less than 5 minutes). Once all services within the applicant background check report are complete, a notification email will be sent to both the applicant and you. *If they don't receive an email, please ask them to check their spam or junk mail.*

If you have any questions please reach out to [Eden Lewis](#), Director of Formation & Discipleship.