



## California Mandated Enhanced Background Check for School Volunteers

All NCC Regular Volunteers must be Live Scanned and complete Child Protection/Mandated Reporter Training. Regular Volunteers are defined as adults (18 years of age or older) who have contact with minors and serve 16 hours or more in a month or 32 hours or more in a year.

### 1. GET LIVE SCANNED (Electronic Fingerprinting)

- School Volunteers: Use NCC Live Scan Application with ORI Code A3044
- Volunteers at both School and Church: No need to get Live Scan twice. The Volunteer Training serves both purposes as well.

### 2. E-MAIL A COPY of your *Request for Live Scan* form, after getting it done at one of the many live scan operator sites, to the NCC Child Safety Compliance Coordinator ([childsafety@nccsda.com](mailto:childsafety@nccsda.com)). Be sure to redact your Social Security Number before sending.

### 3. COMPLETE THE CHILD ABUSE MANDATED REPORTER TRAINING

- Go to <https://www.mandatedreporterca.com> and create an account.
- Select Volunteers and complete the 2-hour required course.
- If you did training for a church already, ensure your certificate is sent to the NCC.
- E-mail a copy of your certificate of completion to the NCC at [childsafety@nccsda.com](mailto:childsafety@nccsda.com)

### 4. FIELD TRIP DRIVERS should still get a Driving Record Check done through Sterling Volunteers ([www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist)) and fill out the Guidelines for Volunteers & Vehicle Information Forms attached below.

#### **Acknowledgement:**

*I understand my fingerprints will be used to check the criminal history records of the FBI. If I have a criminal history record, I will be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before NCC officials deny my volunteer service opportunity, or other benefit based on information in the criminal history record. Criminal history records will be viewed and used for authorized purposes only, and the NCC will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council. I may request a copy of my FBI criminal history record for review and possible challenge. I will submit a written request to the NCC ([childsafety@nccsda.com](mailto:childsafety@nccsda.com)) and will retrieve this report in person at the NCC Headquarters. Reports cannot be emailed or paper mailed. (Procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.) By requesting Live Scan clearance as a volunteer in the Northern California Conference of Seventh-day Adventists, I acknowledge and understand the above statements and agree to the authorized use of my criminal background report.*



## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

A3044

ORI (Code assigned by DOJ)

**Volunteer-Private School**

Authorized Applicant Type

**Volunteer-Private School**

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

### Contributing Agency Information:

Northern California Conference of SDA

Agency Authorized to Receive Criminal Record Information

03279

Mail Code (five-digit code assigned by DOJ)

2100 Douglas Blvd. (P.O. Box 619015)

Street Address or P.O. Box

Joana van Iderstein

Contact Name (mandatory for all school submissions)

Roseville

City

CA

State

95661

ZIP Code

(916) 886-5670

Contact Telephone Number

### Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last Name

First Name

Suffix

Date of Birth

Sex

☐ Male

☐ Female

Height

Weight

Eye Color

Hair Color

Place of Birth (State or Country)

Social Security Number

Driver's License Number

Billing

Number 141139

(Agency Billing Number)

Misc.

Number (leave blank)

(Other Identification Number)

Home

Address Street Address or P.O. Box

City

State

ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

School Name: **Short version of Your School's Name, like SAA or Galt**

OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box

Telephone Number (optional)

City

State

ZIP Code

Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

A3044

ORI (Code assigned by DOJ)

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

### Contributing Agency Information:

Northern California Conference of Seventh-day Adventists  
Agency Authorized to Receive Criminal Record Information

03279

Mail Code (five-digit code assigned by DOJ)

PO Box 619015

Street Address or P.O. Box

Joana van Iderstein

Contact Name (mandatory for all school submissions)

Roseville

City

CA

State

95661

ZIP Code

(916) 886-5670

Contact Telephone Number

### Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last Name

First Name

Suffix

Sex ☐ Male ☐ Female

Date of Birth

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number 141139

(Agency Billing Number)

Misc.

Number (leave blank)

(Other Identification Number)

Place of Birth (State or Country)

Social Security Number

Home

Address Street Address or P.O. Box

City

State

ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

School Name:

OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box

Telephone Number (optional)

City

State

ZIP Code

Mail Code (five digit code assigned by DOJ)

### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



## REQUEST FOR LIVE SCAN SERVICE

### Privacy Notice

As Required by Civil Code § 1798.17

**Collection and Use of Personal Information.** The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

**Providing Personal Information.** All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

**Access to Your Information.** You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

**Contact Information.** For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at [keeperofrecords@doj.ca.gov](mailto:keeperofrecords@doj.ca.gov), or by mail at:

Department of Justice  
Bureau of Criminal Information & Analysis  
Keeper of Records  
P.O. Box 903417  
Sacramento, CA 94203-4170



## REQUEST FOR LIVE SCAN SERVICE

---

### Privacy Act Statement

**Authority.** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose.** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses.** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



## REQUEST FOR LIVE SCAN SERVICE

### Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

---

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 28 CFR 50.12(b)

<sup>4</sup> See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

## Guidelines for Volunteers (Field Trip Driver)

---

Because our society is filled with pain, problems, and litigation caused by improper conduct of individuals working with children and youth, it is imperative that those working with children have meaningful guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you.

### ***My Commitment to Volunteer Ministry***

I will,

1. Never leave a child or group of children for whom I am responsible unattended. I will provide appropriate supervision at all times.
2. Always have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, UNDER NO CIRCUMSTANCES will I allow myself to be alone with one child.
3. Always ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. (If an injury is within this area, make sure another adult works with you as care is provided.)
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." (Always keep hands at (not below) the shoulder level. A caregiver's kiss should be to the forehead or cheek only - not elsewhere. For small children who like to sit on laps, I will encourage them to sit next to me.)
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse by completing the required child abuse and neglect identification and reporting training.
10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs as required based on your volunteer ministry assignment.
12. Never take pictures of students. Special authorization is required.

The North American Division of the General Conference of Seventh-day Adventists and Adventist Risk Management, Inc., recommend these Guidelines for Volunteers, which serve as a protection to you, your ministry, and the church from allegations of abuse.

I, the undersigned, have read this document and agree to abide by the Code of Conduct and Volunteer Guidelines outlined above. I will retain a copy of this document and keep it for reference.

---

Volunteer Signature

Date



**Northern California Conference  
Office of Education  
P.O. BOX 619015  
Roseville, CA 95661**



# Vehicle Information Form for Field Trip Drivers

Today's date: \_\_\_\_\_

Auto Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Registration Number (License Plate): \_\_\_\_\_

California Driver's License Number: \_\_\_\_\_

Number of passenger seat belts: \_\_\_\_\_ (Any child under the age of 6 weighing less than 60 pounds must be secured in a federally approved child passenger restraint system and ride in the back seat of a vehicle.)

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Insurance Coverage:**

\$100,000/\$300,000/\$50,000

\$250,000/\$500,000/\$50,000

Recommended

Strongly Recommended

Insurance effective dates from \_\_\_\_\_ to \_\_\_\_\_

(Attach copy of current coverage)

Driver: \_\_\_\_\_

Car Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Owner's signature indicates approval and signifies that the above information is correct.)

Car Owner's Phone Number: \_\_\_\_\_

Emergency Contact:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(Phone Number)



Northern California Conference  
Office of Education  
P.O. BOX 619015  
Roseville, CA 95661



# Sterling Volunteers

Thank you for serving as a volunteer for the churches and/or schools in the Northern California Conference of Seventh-day Adventists.

## REGISTRATION INSTRUCTIONS

### ADVENTIST CHILD PROTECTION SCREENING FIELD TRIP DRIVER CLEARANCE

**Step 1** Go to [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist) and click the *First-Time Registrant* option.

**Step 2** First select the state and then Conference (Northern California).

**Step 5** Select the primary location where you work or volunteer, and click continue. If you work or volunteer in another location (perhaps at a school and a church), select “Yes” and then select a second location.

The screenshot shows the 'Sterling Volunteers' logo at the top. Below it, a heading reads 'Please create a user id and password that you will use to access your account'. A note states: 'Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jenny' and 'mike' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.' There are two input fields: 'Create a User ID' and 'Create a Password', each followed by a 'Continue' button. Below the fields, a note says: 'Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 8 characters long. Your password must be at least 8 characters long.' A link 'Important note about selecting passwords' is provided. At the bottom, there is a section 'Already have an account?' with a 'Click here' button and a link 'Registro en español'.

**Step 3** Create a user ID and a password you can easily remember. It's recommended to use your email address for your user name. This data will be case sensitive.

This screenshot is identical to the one in Step 1, showing the 'Sterling Volunteers' logo and the 'Please create a user id and password that you will use to access your account' section. It includes the same instructions, input fields, and buttons.

**Step 4** Please provide the information requested on the screen: name, address, etc. (Note: Do not click the back button or your registration will be lost.)

The screenshot shows the 'Sterling Volunteers' logo. Below it, a heading reads 'Please select the primary location where you work or volunteer.' There is a dropdown menu labeled 'Location: - Please select -' with a 'Continue' button below it. A note at the bottom states: 'If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer.'

**Step 6** Select your role(s) within the organization. Selections should be limited to Driving or Field Trip Driving. We do not use Sterling for any other background checks other than driving record clearance. All other background checks are done via Live Scan and mandatedreporter.ca.com training.

**Step 7** Confirm the information is correct, and click **Submit**. Once the driving record check has been successfully processed, you should be notified via email.

#### Additional Details

Once the submission of your driving record check is completed, you can login to your account and click on “My Report” to view your completion date. You can also access the “Update My Account” link at the top of the page to update your personal information.

## Questions?

Please contact us via email at [AdventistSupport@sterlingvolunteers.com](mailto:AdventistSupport@sterlingvolunteers.com) or 1-855-326-1860 (toll free).