

## Diocese of Fort Wayne - South Bend ---Safe Environment Program

### Background Evaluation Procedure

#### *Instructions for school applicant who must obtain a live scan fingerprint.*

An “expanded” criminal background check is required for all new school employees hired after July 1, 2009. This is completed in addition to the other criminal background checks required by the diocese.

1. Indiana state law requires this “expanded” criminal history search for all school employees.
2. According to Indiana State law, the applicant is required to pay the fee for this expanded criminal history search.
3. The applicant may use **L-1 Identity Solutions**, who is partnered with the Indiana State Police for this service. To do so, the applicant must make an appointment for a live scan fingerprint with **L-1 Identity Solutions**. The applicant uses either of the following addresses to find a location and schedule his/her appointment.  
(<http://www.l1enrollment.com/state/?st=in>) or (<http://www.in.gov/isp/2674.htm>)
4. The fingerprints will be processed through the Indiana State Police Automated Fingerprint Identification System (AFIS) and the FBI’s Integrated Automated Fingerprint Identification System (IAFIS).
5. The results will be reported online and will be checked by either the diocesan CSO or a local school background screener. The results will show a “QUALIFIED” or “DISQUALIFIED” status for the applicant. An applicant may challenge the completeness or accuracy of information contained in the FBI Identification Record leading to a “DISQUALIFIED” status. See 28 CFR 16.34 for challenge process information.
6. When using the online registration, please select:
  - a. **Agency name:**     **Schools – Public and Private**
  - b. **Application Category:**     **Certified Employee** (if you are a licensed teacher)  
  **Classified Employee** (all other employees)
  - c. **County:**     **ALLEN**
  - d. **School Corporation:**     **DIOCESE OF FT WAYNE**
7. If an applicant’s results are reported as “DISQUALIFIED”, the screener handling the application must contact the diocesan safe environment coordinator for further instructions on processing the application and any appeal.