

# Background Check Policy & Procedures

Jacquie Hardesty, LUT

The SW Unity Region and Unity Worldwide Ministries strongly recommend that all adults working with minors have a background check completed. Jacquie Hardesty has been processing reports for the past eight years for the SW Unity Region and will continue to offer this service. Jacquie is qualified and approved for background reports through First Advantage, Background screening and Employment Solutions. For more information on the screening company go to [www.fadv.com](http://www.fadv.com).

## Pricing Schedule

**Package 1:** InstaCheck: Name, Address, Telephone & SSN Verification  
National Criminal File, Multi-state Sex Offender Search

**Price \$15.00 per person**

**Package 2:** InstaCheck: Name, Address, Telephone & SSN Verification  
National Criminal File, Multi-state Sex Offender Search &  
Driving Record

**Price \$29.00 per person**

It is recommended that SW Unity churches use Package 2 on all adults who are driving minors to and from events (Regional or local church events).

## Background Check Procedure – Three Steps

√ 1. Provide the following forms to each prospective volunteer and ask him or her to complete the information requested: (1) "Permission to Obtain a Background Check" & (2) "Identifying Information for Background Information."

√ 2. Send the completed documents along with a church issued check for the total amount of the background checks being processed (pricing above) to the address listed below. Checks to be written out to Jacquie Hardesty, not to the SW Unity Region.

√ 3. **Mail completed documents & payment to:**

Jacquie Hardesty

527 Los Altos Drive, Chula Vista, CA 91914

Or scan completed documents, and e-mail [JacquieHardestyLUT@gmail.com](mailto:JacquieHardestyLUT@gmail.com) mailing the check separately. DO NOT FAX DOCUMENTS.

You will receive a completed report on all applicants through e-mail unless requested through postal mail.

For questions or comments contact:

Jacquie Hardesty

619.302.3150 or [JacquieHardestyLUT@gmail.com](mailto:JacquieHardestyLUT@gmail.com)

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