

# NACCC BACKGROUND CHECK PROCESSING

The NACCC provides member churches with easy access to background checks for church clergy, staff and volunteers, through our partnership with Top Check f/n/a Background Checkology.

We have set up 3 background check packages with Top Check f/n/a Background Checkology: **Alias Volunteer Check** (\$9.75), **County Employee Check** (\$15.00) and **Federal Pastor Check** (\$22.50). A **Motor Vehicle Record** check (\$7.50) can be added to any of the 3 packages if needed. If a criminal record is found, Top Check f/n/a Background Checkology will verify that record at the courthouse where the crime occurred to ensure compliance and accuracy. There will be added fees to the background check costs if a courthouse is accessed that charges an access fee. States also charge a nominal fee to access motor vehicle records so those charges will also be added if a MVR check is performed. Please see the following pages for more detail on what these packages include and what counties charge fees to access records. Note, most counties do not charge an access fee.

To order a background check, please download the Background Check Form on our website, complete and email back to Laura Wright at [lwright@nacc.org](mailto:lwright@nacc.org). Once the Background Check Form is received, the NACCC will send the applicant an email background check invitation that will allow them to complete their background check electronically. The applicant will input their personal information directly by a computer or cell phone which will help eliminate input errors.

The applicant will electronically sign a release form giving permission to the NACCC and the member church to perform a background check. The NACCC will email a copy of the completed background check report to the member church ordering user. Upon completion of the background check the applicant will be able to return to Top Check f/n/a Background Checkology's portal to view their completed report. If any adverse information is found and felt to be inaccurate or incorrect the applicant can dispute this information directly to Top Check f/n/a Background Checkology. The NACCC will email the member churches ordering user a copy of the completed report and a monthly invoice for charges incurred will be sent to the member church.



# NACCC BACKGROUND CHECK PACKAGES

Employee

**\$15.00**

Social Security  
Number Check  
National ALIAS  
Criminal Check  
National Sex  
Offender Check  
Domestic Watch  
List Check  
Global Watch List  
Check  
County Criminal  
Check

Volunteer

**\$9.75**

Social Security  
Number Check  
National ALIAS  
Criminal Check  
National Sex  
Offender Check  
Domestic Watch  
List Check  
Global Watch List  
Check



**POPULAR**

Pastor

**\$22.50**

Social Security  
Number Check  
National ALIAS  
Criminal Check  
National Sex  
Offender Check  
Domestic Watch  
List Check  
Global Watch List  
Check  
County Criminal  
Check  
National Federal  
Criminal Check

All products checked and reported per FCRA guidelines. \* Additional fees may apply, see County Access Fees and State MVR Fees.

A Motor Vehicle Record check may be added to any package.



**All records verified, All the time with Criminal Confirmation™**

Contact Laura Wright | [www.naccc.org/background-checks/](http://www.naccc.org/background-checks/) | [lwright@naccc.org](mailto:lwright@naccc.org) | 414-856-1614

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# Criminal Confirmation™



**CRIMINAL CONFIRMATION** ensures **ALL** criminal database records reported are validated and authenticated for accuracy at the time the applicant's report is delivered to you. Relying on unvalidated or unconfirmed criminal records from other background check companies greatly increases your chances of disqualifying valid candidates due to inaccurately reported or outdated records that may have been reversed, expunged, removed or are simply wrong. With **CRIMINAL CONFIRMATION** you can rest assured that any criminal record reported to you has been reviewed and confirmed accurate by one of our highly trained investigators or researchers.

**Criminal Confirmation** is included with **ALL** packages. If a record needs to be verified, and nominal \$5 charge will be incurred (excluding applicable county access fees).

Note: any **Criminal Confirmation** record accessed in a county listed in County Access Fees (found at the end of this document) will incur an additional access fee on top of any **Criminal Confirmation** pricing.

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# ALIAS VOLUNTEER CHECK PACKAGE



## Social Security Number Check

This is a valuable investigative tool that uses the Social Security Number to obtain aggregated data from hundreds of sources to include credit headers, voter records, utility records, US Postal addresses and more. This investigative step helps to uncover undisclosed names, variation of names, maiden names and other alias names that either may have unintentionally or intentionally been omitted. Additionally, it confirms if the social security number is valid, provides address history and verifies the SSN is not part of the Social Security Administrations Death Index. The SSN trace is not part of the final report and cannot be purchased as a stand-alone but rather a research pointer used as a first step and should not be the basis for taking adverse action or to be included in a final employment decision.

## National Alias Multi-Jurisdiction Database Check

A National Multi-Jurisdiction Database Check is performed using ALL KNOWN ALIAS' (AKA's) names of a candidate and can identify past address history and other information to help determine if additional background screening is warranted.

This search combs thru nearly one thousand databases and one billion criminal records reported from various federal, state, county, local and other proprietary sources across the United States. These sources may include but are not limited to Department of Corrections, Administration Office of Courts, arrest data, prison records, probation information, court records, warrants and/or other proprietary sources.

Many background check companies only provide this search using ONE NAME. We complete this extensive search of national databases with ALL KNOWN ALIAS' of the applicant. Typically, disreputable people do not supply their exact legal name when applying so utilizing an ALIAS search will help identify and search the different variations of a candidate's name. Our National Alias Multi-Jurisdiction Database Check provides one of the broadest and most robust geographical nets to find criminal records.

Any "criminal records" found for any alias names of the candidate are verified by searching the county courthouse records where the crime was booked. This extra step to verify any "criminal record" as accurate prior to the report completion is known as our Criminal Confirmation™ process which is typically returned either in hours or days depending on the county courthouse. If no "criminal records" are found, then results are typically returned in minutes.

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# VOLUNTEER CHECK PACKAGE (cont.)



## National Sex Offender Check

Using the candidates provided name, the latest information from sex offender registry records from all 50 states, the District of Columbia, Puerto Rico, Guam, numerous Indian tribes and various individual jurisdictions are searched and make up our Nationwide Sex Offender Check. Note, this search is performed for a single name unless included with our National Alias Criminal & Sex Offender Searches. All criminal records found are verified as accurate prior to the report completion by our proprietary Criminal Confirmation process which is typically is returned either in hours or days depending on the county courthouse.

## Domestic Watch List Check

Our Domestic Terrorist Watch List will search U.S. and foreign sanctions watch lists as provided by the FBI Terrorist Watch List, foreign governments and international organizations for the candidates provided name. Note, this search is performed for a single name unless included with our National Alias Criminal & Sex Offender Searches. All criminal records found are verified as accurate prior to the report completion by our proprietary Criminal Confirmation process which is typically is returned either in hours or days depending on the county courthouse.

## Global Watch List Check

The Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDNs) list will be searched for the candidates provided name. The SDNs list included people, organizations, and vessels with whom U.S. citizens and permanent residents are prohibited from doing business. Note, this search is performed for a single name unless included with our National Alias Criminal & Sex Offender Searches. All criminal records found are verified as accurate prior to the report completion by our proprietary Criminal Confirmation process which is typically is returned either in hours or days depending on the county courthouse.

## Good to Know

The **Alias Check Package** is our most popular package. Not only do you get great bang for your buck, but it is one of the best searches to perform to find additional “hits.”

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# EMPLOYEE CHECK PACKAGE



All products in the *Alias Volunteer Check Package* plus:

## County Employee Criminal Check

Our County Criminal Check can be configured to check the candidate's current county of residence, multiple counties selected or unlimited counties for the past 7 years for any criminal records – note this search is performed for a single name.

All felony and misdemeanor criminal records and cases tried in local jurisdictions, regardless of disposition (guilty, dismissed, etc.), are housed at the county courthouse level. There are over 10,000 courthouses located across the 3,200+ counties and county-equivalents in the 50 states and District of Columbia. Depending on the county, criminal records housed at the county level may take months before eventually transferring into the national databases used in a National Alias Multi-Jurisdiction Database Check. As a result, county criminal record searches are one of the most complete and up-to-date sources for criminal records.

Depending on the state and county, records are accessed either digitally or physically. Today, we are interfaced or directly connected to over half of all counties which allows for fast and accurate turnarounds – usually within 1 to 3 days. Counties that do not have digitized records requires us to send a court runner to manually obtain copies of the legal documents needed – turnaround times for these counties are typically 5 to 7 days.

Approximately 10% of the 3,200+ counties charge a fee to access their records. Any access fees we incur will be passed on with no markup. The most up-to-date list of county access fees are listed at the end of this document or on our website: <https://backgroundcheckology.com/passthru-fees/>

### Pro Tip

Because National Criminal Databases are often not up-to-date or complete, **County** criminal court searches reveal the most accurate, up-to-date information.

# FEDERAL PASTOR CHECK PACKAGE

All products in the *County Employee Check Package* plus:

## National Federal Criminal Check

Our Nationwide Federal Criminal Check returns convictions and pending case records from ALL 94 federal districts for the past 7 years. This comprehensive Nationwide Federal Criminal Check is typically returned within one business day.

There are 94 federal judicial districts, including at least one district in each state, the District of Columbia and Puerto Rico. Three territories of the United States – the Virgin Islands, Guam, and the Northern Mariana Islands – have district courts that hear federal cases. Unlike records found in national databases or county courthouses, federal criminal records are only accessible through a specific federal criminal check. Examples of federal crimes include but are not limited to: identity theft, tax evasion, counterfeiting, kidnapping, embezzlement, illegal firearms sales, crimes against federal employees, crimes committed on federal land, crimes that cross state lines, and other specific categories.

## OTHER PRODUCTS

### Motor Vehicle Records Checks \$7.50 + State Fee



A Motor Vehicles Records Check (MVR) is a report of the applicant's driving history collected from the state Department of Motor Vehicles where the applicant is currently licensed. MVR's include the driver's license status and class, violations, convictions, restrictions, and other information related to driving records and credentials. Some convictions are only available on an MVR report and may not show up on any criminal search products. MVR requests typically take anywhere from minutes to up to 24 hours to complete. All states charge an additional fee to access records. The most up-to-date list of state motor vehicle fees are listed at the end of this document or on our website: <https://backgroundcheckology.com/passthru-fees/>

## Additional Features



**APPLICANT ACCESS** can directly engage the applicant during the background check order process. **APPLICANT ACCESS** allows the applicant to input all Personal Information and electronically sign consent/release forms to reduce your workload and inputting errors. Applicants can log back into **APPLICANT ACCESS** anytime using the last four of their social to check on their background check status, review, download or print their completed background check and interface with Background Checkology directly to correct errors or resolve any other issues. Best of all **APPLICANT ACCESS** can be accessed by cell phone, tablet or computer to streamline the entire screening process from start to finish.

## Standard Pricing

Product Packages	Price*
<b>Alias Volunteer Check Package</b> (includes all known alias names search of applicant)	\$9.75
<b>County Employee Check Package</b> (includes Alias Check with current county of residence)	\$15.00
<b>Federal Pastor Check Package</b> (includes County Check and all 94 federal judicial districts)	\$22.50
<b>Criminal Confirmation</b> (per criminal record verified, excludes pass thru fees)	\$5.00
<b>A LA CARTE (add to an existing order or combine with other products to make a package)</b>	
Motor Vehicle Report	\$7.50
County Criminal History (per additional county)	\$7.50

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# County Access Fees

Some courts charge fees to obtain case details on-site or for use of their public access systems. These fees are controlled by the courts and are simply passed through to you as they are incurred with each search. Courts do change these fees from time to time. We pro-actively update our clients and do our best to keep the court fee table below updated as we are made aware of changes that will impact your total costs.

ST	COUNTY	Fee	ST	COUNTY	Fee	ST	COUNTY	Fee
AL	ALL COUNTIES	\$1.00	AZ	GREENLEE	\$5.00	LA	EVANGELINE	\$20.00
AR	BRADLEY	\$6.00	AZ	LA PAZ	\$5.00	LA	TENSAS	\$20.00
AR	CALHOUN	\$5.00	AZ	MARICOPA	\$5.00	ME	ANDROSCOGGIN	\$30.00
AR	CARROLL	\$1.00	AZ	MOHAVE	\$5.00	ME	AROSTOOK	\$30.00
AR	CHICOT	\$5.00	AZ	NAVAJO	\$5.00	ME	CUMBERLAND	\$30.00
AR	CLARK	\$10.00	AZ	PINAL	\$5.00	ME	FRANKLIN	\$30.00
AR	CLAY	\$12.00	AZ	SANTA CRUZ	\$5.00	ME	HANCOCK	\$30.00
AR	CLEBURNE	\$5.00	AZ	YAVAPAI	\$5.00	ME	KENNEBEC	\$30.00
AR	CONWAY	\$5.00	AZ	YUMA	\$5.00	ME	KNOX	\$30.00
AR	CROSS	\$10.00	CA	ALPINE	\$15.00	ME	LINCOLN	\$30.00
AR	DESHA	\$5.00	CA	DEL NORTE	\$15.00	ME	OXFORD	\$30.00
AR	FRANKLIN	\$5.00	CA	HUMBOLDT	\$15.00	ME	PENOBSCOT	\$30.00
AR	GRANT	\$10.00	CA	IMPERIAL	\$15.00	ME	PISCATAQUIS	\$30.00
AR	GREENE	\$5.00	CA	INYO	\$15.00	ME	SAGADAHOC	\$30.00
AR	HEMPSTEAD	\$5.00	CA	LAKE	\$15.00	ME	SOMERSET	\$30.00
AR	HOWARD	\$1.00	CA	LASSEN	\$15.00	ME	WALDO	\$30.00
AR	IZARD	\$6.00	CA	LOS ANGELES	\$5.00	ME	WASHINGTON	\$30.00
AR	JEFFERSON	\$5.00	CA	MARIPOSA	\$5.00	ME	YORK	\$30.00
AR	LAWRENCE	\$5.00	CA	MENDOCINO	\$15.00	MI	ALCONA	\$20.00
AR	LEE	\$20.00	CA	MODOC	\$15.00	MI	ALGER	\$20.00
AR	MILLER	\$5.00	CA	MONO	\$15.00	MI	ARENAC	\$20.00
AR	MISSISSIPPI	\$14.00	CA	PLUMAS	\$15.00	MI	BARAGA	\$15.00
AR	NEVADA	\$6.00	CA	SAN BENITO	\$15.00	MI	BARRY	\$10.00
AR	OUACHITA	\$5.00	CA	SAN LUIS OBISPO	\$2.75	MI	BENZIE	\$3.00
AR	PERRY	\$5.00	CA	SIERRA	\$15.00	MI	BERRIEN	\$10.00
AR	PHILLIPS	\$5.00	CO	DENVER	\$5.00	MI	BRANCH	\$20.00
AR	POPE	\$3.00	FL	SUWANNEE	\$20.00	MI	CASS	\$20.00
AR	RANDOLPH	\$6.00	FL	TAYLOR	\$20.00	MI	CHARLEVOIX	\$15.00
AR	SAINT FRANCIS	\$5.00	HI	ALL COUNTIES	\$5.00	MI	CLARE	\$19.00
AR	SHARP	\$6.00	ID	CANYON	\$1.00	MI	CRAWFORD	\$10.00
AR	WASHINGTON	\$5.00	IL	FULTON	\$10.00	MI	DELTA	\$30.00
AR	YELL	\$3.00	IL	HANCOCK	\$50.00	MI	DICKINSON	\$20.00
AZ	APACHE	\$5.00	IL	HENDERSON	\$50.00	MI	EMMET	\$10.00
AZ	COCHISE	\$5.00	KS	ALL COUNTIES	\$3.00	MI	GLADWIN	\$15.00
AZ	COCONINO	\$5.00	KY	ANDERSON	\$25.00	MI	GOEBIC	\$50.00
AZ	GILA	\$5.00	LA	CAMERON	\$20.00	MI	HILLSDALE	\$20.00
AZ	GRAHAM	\$5.00	LA	CATAHOULA	\$20.00	MI	HOUGHTON	\$40.00

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ST	COUNTY	Fee	ST	COUNTY	Fee	ST	COUNTY	Fee
MI	HURON	\$10.00	NH	MERRIMACK	\$30.00	TN	CARROLL	\$5.00
MI	IONIA	\$12.00	NH	ROCKINGHAM	\$30.00	TN	HUMPHREYS	\$12.00
MI	IOSCO	\$20.00	NH	STRAFFORD	\$30.00	TN	JOHNSON	\$10.00
MI	IRON	\$25.00	NH	SULLIVAN	\$30.00	TN	KNOX	\$15.00
MI	KALKASKA	\$10.00	NV	CARSON CITY	\$5.00	TN	MARION	\$3.00
MI	KENT	\$6.00	NV	CHURCHILL	\$5.00	TN	MOORE	\$5.00
MI	KEWEENAW	\$20.00	NV	CLARK	\$7.00	TX	FALLS	\$12.00
MI	LAKE	\$5.00	NV	DOUGLAS	\$5.00	UT	ALL COUNTIES	\$0.10
MI	MACKINAC	\$10.00	NV	ELKO	\$5.00	VT	ALL COUNTIES	\$30.00
MI	MANISTEE	\$5.00	NV	EUREKA	\$5.00	WY	ALBANY	\$20.00
MI	MARQUETTE	\$20.00	NV	LANDER	\$5.00	WY	BIG HORN	\$20.00
MI	MASON	\$5.00	NV	LINCOLN	\$5.00	WY	CAMPBELL	\$20.00
MI	MECOSTA	\$10.00	NV	LYON	\$5.00	WY	CARBON	\$20.00
MI	MENOMINEE	\$15.00	NV	NYE	\$5.00	WY	CONVERSE	\$20.00
MI	MIDLAND	\$10.00	NV	PERSHING	\$5.00	WY	CROOK	\$20.00
MI	MISSAUKEE	\$5.00	NV	STOREY	\$5.00	WY	FREMONT	\$30.00
MI	MONTCALM	\$17.00	NV	WASHOE	\$5.00	WY	GOSHEN	\$20.00
MI	MONTMORENCY	\$10.00	NV	WHITE PINE	\$5.00	WY	HOT SPRINGS	\$20.00
MI	OCEANA	\$10.00	NY	ALLEGANY	\$95.00	WY	JOHNSON	\$20.00
MI	OGEMAW	\$5.00	NY	BRONX	\$95.00	WY	LARAMIE	\$20.00
MI	ONTONAGON	\$30.00	NY	CAYUGA	\$95.00	WY	LINCOLN	\$20.00
MI	OSCEOLA	\$10.00	NY	CHEMUNG	\$20.00	WY	NATRONA	\$20.00
MI	OSCODA	\$20.00	NY	CORTLAND	\$20.00	WY	NIOTRARA	\$20.00
MI	OTSEGO	\$10.00	NY	FULTON	\$95.00	WY	PARK	\$20.00
MI	PRESQUE ISLE	\$5.00	NY	HAMILTON	\$20.00	WY	PLATTE	\$20.00
MI	SANILAC	\$20.00	NY	KINGS	\$95.00	WY	SHERIDAN	\$20.00
MI	SCHOOLCRAFT	\$20.00	NY	MADISON	\$10.00	WY	SUBLETTE	\$20.00
MI	SHIAWASSEE	\$10.00	NY	MONTGOMERY	\$95.00	WY	SWEETWATER	\$30.00
MI	TUSCOLA	\$10.00	NY	NASSAU	\$95.00	WY	TETON	\$20.00
MI	VAN BUREN	\$1.00	NY	NEW YORK	\$95.00	WY	UINTA	\$20.00
MI	WEXFORD	\$10.00	NY	ORLEANS	\$95.00	WY	WASHAKIE	\$20.00
MS	GEORGE	\$1.00	NY	OSWEGO	\$20.00	WY	WESTON	\$20.00
MS	PERRY	\$16.00	NY	QUEENS	\$95.00			
MS	TIPPAH	\$2.50	NY	RENSSELAER	\$20.00			
MT	ALL COUNTIES	\$17.00	NY	RICHMOND	\$95.00			
NC	ALL COUNTIES	\$10.00	NY	SAINT LAWRENCE	\$15.00			
NH	BELKNAP	\$30.00	NY	SCHUYLER	\$10.00			
NH	CARROLL	\$30.00	NY	STEUBEN	\$10.00			
NH	CHESHIRE	\$30.00	NY	TOMPKINS	\$20.00			
NH	COOS	\$30.00	NY	WYOMING	\$15.00			
NH	GRAFTON	\$30.00	SD	ALL COUNTIES	\$20.00			
NH	HILLSBOROUGH	\$40.00	TN	BLEDSOE	\$5.00			

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## State MVR Pass Thru Fees

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STATE	Fee	STATE	Fee
Alaska	\$10.00	Montana	\$7.87
Alabama	\$10.00	North Carolina	\$10.75
Arkansas	\$11.50	North Dakota	\$3.00
Arizona	\$6.00	Nebraska	\$7.50
California	\$2.00	New Hampshire	\$14.00
Colorado	\$2.20	New Jersey	\$12.00
Connecticut	\$18.00	New Mexico	\$6.50
Dist Columbia	\$7.00	Nevada	\$8.00
Delaware	\$25.00	New York	\$7.00
Florida	\$8.10	Ohio	\$5.00
Georgia	\$6.00	Oklahoma	\$12.50
Hawaii	\$23.00	Oregon	\$11.83
Iowa	\$10.30	Pennsylvania	\$14.00
Idaho	\$9.00	Rhode Island	\$21.00
Illinois	\$12.00	South Carolina	\$7.25
Indiana	\$7.50	South Dakota	\$5.00
Kansas	\$16.70	Tennessee	\$7.50
Kentucky	\$5.50	Texas	\$6.50
Louisiana	\$18.00	Utah	\$11.00
Massachusetts	\$8.00	Virginia	\$8.00
Maryland	\$12.00	Vermont	\$18.00
Maine	\$7.00	Washington	\$13.00
Michigan	\$11.00	Wisconsin	\$7.00
Minnesota	\$5.00	West Virginia	\$12.50
Missouri	\$5.88	Wyoming	\$5.00
Mississippi	\$14.00		

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