

DIOCESE OF DES MOINES  
BACKGROUND SCREENING APPLICATION

**TO BE COMPLETED BY LOCATION BY AUTHORIZING PERSONNEL**

Circle one: Parish School Other Location ID # \_\_\_\_\_  
Location name: \_\_\_\_\_ City: \_\_\_\_\_ Contact: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Check the category that best fits:**

- Applicant anticipated start date:
- Employee (Chancery, School, Parish)
- Candidate for ordination (deacon/seminarian)
- Priest/Deacon
- Educator ( BOEE Licensed)
- Substitute Educator (BOEE Licensed)
- Volunteer

**Virtus Date:** \_\_\_\_\_

**Check all that apply:**

- Regular Contact with Children
- MINOR

**If you transport individuals for parish or school events, please complete the MVR Section below:**

- Motor Vehicle Report (MVR)**  
Issuing State: \_\_\_\_\_  
Driver's License # \_\_\_\_\_

Name: \_\_\_\_\_  
                    First                                    M.                    Last                                    Maiden Name  
**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
\_\_\_\_\_  
                    City                    State                    Zip **Email:** \_\_\_\_\_

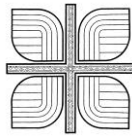
Realizing, as Church, the importance of protecting youth and other vulnerable populations, I hereby consent and authorize **an investigative and/or consumer** report to be conducted if deemed appropriate by the Diocese of Des Moines, any parish, school, or related Catholic institution. Public records may be used in this report, such as civil and criminal records and driving records, as well as personal interviews, as needed. I realize this inquiry may include information regarding my character, general reputation, a criminal background check and motor vehicle report.

This consumer report will be used for employment/volunteer selection purposes and may be subject to the Fair Credit Reporting Act (FCRA). I may receive a free copy of this report. Before any adverse action is taken based on this report, I will receive a copy of the report and notice of my rights under the FCRA.

Mindful of the importance of protecting children and other vulnerable persons, the undersigned acknowledges a truthful response of this information. I understand that past violations would not necessarily preclude the employment or volunteer position sought.

**Date of Birth:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_  
*(Social Security # required for background check)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF THE  
CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND  
YOUTH**

This is to acknowledge that I have received and reviewed a copy of the "Code of Conduct for the Protection of Children and Youth" of the Diocese of Des Moines.

I understand that I am responsible for complying with the policies as stated and should refer any questions to my immediate supervisor or the Diocesan Human Resources Department (515-237-5085) for clarification. I further understand that the Diocese reserves the right to change, modify and/or revise any of the policies at any time.

\_\_\_\_\_  
Employee, Educator, or Volunteer Signature

\_\_\_\_\_  
Employee, Educator, or Volunteer Printed Name

Parish/School/Agency Name \_\_\_\_\_

Location ID # \_\_\_\_\_

Date: \_\_\_\_\_

Position Description: \_\_\_\_\_



### Authorization for Release of Child and Dependent Adult Abuse Information

This form must be used to authorize release of child or dependent adult abuse information when the person requesting the information does not have independent access to it under Iowa law. Complete a separate form for each person for whom information is requested and email to [dhsabuseregistry@dhs.state.ia.us](mailto:dhsabuseregistry@dhs.state.ia.us), or fax to (515) 564-4112, or mail to the Iowa Department of Human Services, Central Abuse Registry, P.O. Box 4826, Des Moines, IA 50305.

Please specify which abuse registry you are requesting by checking the appropriate box below:

- Child Abuse Registry
- Dependent Adult Abuse Registry
- Both

Please specify your preferred **method of response** by checking a box and completing the information in Section 1.

- Address
- Fax
- Email

**Section 1: To be completed by the person or agency requesting the information.**

Requester: Last KROUCH	First SHIRLEE	Agency Name DIOCESE OF DES MOINES	Telephone Number (515) 237-5097
Address 601 GRAND AVENUE			Fax Number (515) 237-5042
City DES MOINES	State IA	Zip Code 50309	Email skrouch@dmdiocese.org
List the name and address of the person whose information is being requested:			
Name (last, first, middle)		Birth Date	Social Security Number
Address	City	County	State      Zip Code
List maiden name, previous married names, and any alias:			
What is the purpose of your request for child or dependent adult abuse information?			
I have read and understand the legal provisions for handling child and dependent adult abuse information which is printed on the second page of this form.			
Signature of Requestor			Date

**Section 2: To be completed by the person authorizing the Department of Human Services to release their child or dependent adult abuse information.**

I understand that my signature authorizes the requester to receive information to verify whether I am named on the Child Abuse or Dependent Adult Abuse Registry as having abused a child (Iowa Code section 235A.15) or dependent adult (Iowa Code section 235B.6). To the best of my knowledge, the information contained in Section 1 of this form is correct.

Signature of Person Authorizing	Date
---------------------------------	------

**Section 3: To be completed by the Central Abuse Registry or designee.**

The person whose information is being requested is listed on the Child Abuse Registry as having abused a child.  
 The person whose information is being requested is not listed on the Child Abuse Registry as having abused a child.  
 The person whose information is being requested is listed on the Dependent Adult Abuse Registry as having abused a dependent adult.  
 The person whose information is being requested is not listed on the Dependent Adult Abuse Registry as having abused a dependent adult.  
 This request for information is denied because the form is incomplete.

Signature of Registry Staff or Designee	Date
Comments	

## **LEGAL PROVISIONS FOR HANDLING CHILD AND DEPENDENT ADULT ABUSE INFORMATION**

### **Redissemination of Child and Dependent Adult Abuse Information (Iowa Code sections 235A.17 and 235B.8)**

A person, agency, or other recipient of child or dependent adult abuse information shall not redisseminate (release) this information, except that redissemination is permitted when **ALL** of the following conditions apply:

- ◆ The redissemination is for official purposes in connection with prescribed duties or, in the case of a health practitioner, pursuant to professional responsibilities.
- ◆ The person to whom such information would be redisseminated would have independent access to the same information under Iowa Code sections 235A.15 or 235B.6.
- ◆ A written record is made of the redissemination, including the name of the recipient and the date and purpose of the redissemination.
- ◆ The written record is forwarded to the Central Abuse Registry within 30 days of the redissemination.

### **Criminal Penalties (Iowa Code sections 235A.21 and 235B.12)**

A person is guilty of a criminal offense when the person:

- ◆ Willfully requests, obtains, or seeks to obtain child or dependent adult abuse information under false pretenses, or
- ◆ Willfully communicates or seeks to communicate child or dependent adult abuse information to any agency or person except in accordance with Iowa Code sections 235A.15, 235A.17, 235B.6, and 235B.8, or
- ◆ Is connected with any research authorized pursuant to Iowa Code sections 235A.15 and 235B.6 and willfully falsifies child or dependent adult abuse information or any records relating to child or dependent adult abuse.

Upon conviction for each offense, the person is guilty of a serious misdemeanor punishable by a fine or imprisonment.

Any person who knowingly, but without criminal purposes, communicates or seeks to communicate child or dependent adult abuse information except in accordance with Iowa Code sections 235A.15, 235A.17, 235B.6, and 235B.8 is guilty of a simple misdemeanor punishable, upon conviction for each offense, by a fine or imprisonment.

Any reasonable grounds for belief that a person has violated any provision of Iowa Code Chapters 235A or 235B shall be grounds for the immediate withdrawal of any authorized access that person might otherwise have to child or dependent adult abuse information.