

1. To request a background check on an individual, the following must be completed:

MDCN RELEASE FORM.

This form MUST be signed by the applicant and gives the Maine District permission to run the following checks on an individual:

- Felony and Misdemeanor Criminal Record Search
- Driving/Driver's License Record
- Professional Licenses
- Credit Report
- Verification of Past Employment and Salary
- Verification of education
- Drug screen
- Maine Child Protective Services Central Cases Records Search
- Other searches as the Maine District Church of the Nazarene may deem necessary

Initially, we only run the following searches:

- Felony and Misdemeanor Criminal Record Search
- Maine Child Protective Services Central Cases Records Search
- Maine Sex Offenders Registry
- Sex Offender Registry of any state in which the applicant has resided
- National Sex Offender Sex Offenders Registry

Another search(es) may be run if something comes up in the initial check. However, if an applicant is reluctant to give permission to run any of them, it should raise a red flag in that area.

DHHS RECORDS SEARCH FORMS

1. The forms are identified by their Form number, which is at the bottom right of each form.
 - Form OCFSCP-082 is the Initial Release Form (or simply as 082).
 - Form OCFSCP-083 is the Findings Form (or simply as 083)
 - Form OCFSCP-084 is the Secondary Release Form (or simply, 084). This form will ONLY be supplied if the initial result states that the subject of the search was found to be involved in a substantiated child protection case. It allows DHHS to release to us the nature of the subject's involvement in the case, including any statement the client may have made about actions taken to deal with the problems.
2. The forms may be printed off, using the master PDF/Word file, and photocopies may be made as needed. However, other than filling in the blanks, the form may not be altered in any way (such as: retyped, placed on your own stationary or letterhead, or editing the form itself).
 - a. On 082, have the applicant fill in the top blank, the date-of-birth blank, the Other name blank (if applicable), and the address blank. The signature blank must contain his/her actual signature. The form has recently been changed to exclude the signature of a witness, but it is suggested you have them sign it in your presence or require the use of a notary.
 - b. On 083, the applicant should fill in ONLY the top four lines, numbered 1 through 4.
 - c. BOTH forms are now required by DHHS, so have the applicant (or the applicable church representative) mail them to:

John Grant
23 Motley St
Portland, ME 04102

3. The district will issue a recommendation when the search process is fully completed. This recommendation shall contain one of two statements:
 - a. Recommended to work with all ages
 - b. Recommended to work only with adults

4. The fact that an applicant is found to have been involved in a substantiated case, whether through the Criminal Background Search or the DHHS Records Search, should not be used as the sole reason to disqualify the applicant. The nature of the problems in the case, the use of resources, and the outcome should also be considered, as well as your personal interaction with the applicant. In every case, the local process should include a personal interview with the applicant.

5. If you choose to allow the applicant to work in your church, your church assumes ALL responsibility for any consequences that may result. The Maine District Church of the Nazarene assumes no responsibility and, at its discretion, may or may not use the applicant in a district position

Questions concerning background checks may be addressed to:

Rev John Grant
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Portland, ME 04102
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