

BACKGROUND INFORMATION SYSTEMS
BACKGROUND CHECK
PROCEDURES

The Texas Annual Conference has entered into an agreement with Background Information Systems of Dallas, Texas to assist churches in conducting criminal background searches on employees / volunteers that will be working with the children and youth of the Texas Annual Conference. The following procedures will be required for churches to set up the process of conducting these searches in the individual churches. All searches will be done through Background Information Systems.

Background Information Systems
10501 N. Central Expressway, Suite 309, Dallas, Texas 75231
Phone: 214-360-9159
Fax: 214-360-0775
BIS contact: Dale Shaffer
dale@criminalbackground.com

Prior to calling Background Information Systems, the following information needs to be available:

1. Authorized person's name to do checks.
2. E-mail address.
3. Direct phone number with extension if necessary or main phone number for church.
4. Church Name.
5. Church address.
6. Church Fax number.

Each church may have as many authorized persons to do their checks as they deem necessary.

Each church will need to sign and fax the following forms to BIS. These forms are as follows.

1. Member Church contract.
2. Employer Certification
3. Access security requirements

Once this information is collected, call Dale Shaffer with BIS and he will set the church up On-Line and issue your passwords. Dale will also give you there customer service number and assist you in the search process. I will also be available to assist you with your inquiries in order to get you set up.

Dan Ramsey
Safe Sanctuary Consultant – Texas Annual Conference