



**ROMAN CATHOLIC
DIOCESE of ORANGE**

PASTORAL CENTER: BISHOP'S OFFICE
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

September 26, 2019

Dear Pastors/Administrators,

As our Diocese continues to ensure that all children and vulnerable adults are safe when they come to our parishes, schools and centers, I wanted to let you know in advance that I will be informing the members of the Knights of Columbus that they will now need to be fingerprinted and safe environment trained. Many of the Knights who are active in ministries in their parishes have done so, but there are some who may serve in a variety of parishes (such as members of the color guard) who have not been asked to do so in their parish.

Recognizing the extensive amount of time the Knights of Columbus spend serving with the youth of our Diocese, the Diocesan department of Child and Youth Protection will be adding the Knights to the list of ministries who will now be required to be background screened via LiveScan digital fingerprinting as well as complete a Safe Environment training course every three years. This requirement falls in line with the United States Bishops' National Charter for the Protection of Children and Youth. Your cooperation and adherence to this new requirement is one more way the Diocese of Orange continues to promote a safe environment at all schools, parishes and centers.

I ask that if the Knights have any questions or concerns that you please help them to see that this is for the good of all of us. If you have any questions, please contact Norma Aguero the Director of Child and Youth Protection at (714) 282-3125 or naguero@rcbo.org.

With gratitude for your ministry, I remain,

Sincerely Yours in Christ,

Most Reverend Timothy E. Freyer, D.D.
Auxiliary Bishop of Orange in California

TEF:sa



**ROMAN CATHOLIC
DIOCESE of ORANGE**

PASTORAL CENTER: OFFICE OF CHILD AND YOUTH PROTECTION
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

September 30, 2019

Dear Parish Safe Environment Coordinators, Record Custodians and Business Managers,

As our Diocese continues to ensure that all children and vulnerable adults are safe when they come to our parishes, schools and centers, I wanted to let you know that the Knights of Columbus from this point forward will be required to be fingerprinted and cleared as well as complete a safe environment training course every three years. Many of the Knights who are active in ministry in their parishes have done this already, but there are many who have not.

Due to the fact of the extensive amount of time the Knights of Columbus spend serving with the youth of our Diocese they will be added to the list of ministries required to be compliant under the *Charter for the Protection of Children and Youth*. Along with this letter, you will also receive a revised list of individuals/ministries who should be fingerprinted and complete a safe environment training course.

I am also attaching a letter from Bishop Timothy Freyer addressed to all Knights of Columbus informing them of the new requirement. I will rely on you to ensure that a copy of this letter is distributed to the Grand Knight of the council at your parish. The Grand Knight will be responsible for informing his brother knights of the new policy. Be prepared to welcome any individual who is part of the Knights when they come in for their LiveScan forms. Please inform them of the online course through CMG Connect. The instruction sheet with screen shots is attached.

Change at times may be difficult for some individuals and we will face the challenge with a positive approach. The expectation is to get all members of the Knights of Columbus fingerprinted and safe environment trained by January 2, 2020. Their ministry and events can continue uninterrupted as they work towards completing this task towards compliance.

If you have any questions please do not hesitate to contact me.

I remain grateful for all you do in keeping our children, youth and dependent adults safe.

Norma Agüero

Check List for Background Screening and Safe Environment Training Procedures

Policy: *All diocesan employees and volunteers, school and parish, age 18 and above, working in any capacity with minors, children under the age of 18, or dependent adults, must obtain criminal background screening, safe environment training and sign the diocesan Policy Against Sexual Misconduct Code of Conduct.*

The following adults must undergo background screening, have clearance, and attend safe environment training before beginning ministry:

- Priests, Deacons, and Seminarians
- Directors/ Coordinators of Religious Education
- Principals, Teachers, and all School Personnel
- Youth Ministers
- Volunteers Catechists, Facilitators, Leaders, Aides, etc, working with minors
- Office Volunteers (Parish, Religious Education, Youth Ministry & School)
- Children's Catechumenate Directors, Catechists, and Volunteers
- Coordinator and Volunteers for Children's Liturgy of the Word
- In-home Classes – Adult Occupants
- Drivers and Chaperones
- Parent Volunteers working with minors
- Parish Staff who have contact with minors
- Parish Receptionist, Business Manager, Plant and Facility Managers
- Parish and School Janitors, Maintenance, Handymen, Gardeners
- Childcare Providers
- Altar Server Trainers, Coordinators
- Sacristans and Assistant Sacristans
- Full and Part time Liturgy/Music Directors, and Choir Directors
- Quinceañera Coordinators
- Directors and Volunteers for Children's Liturgy of the Word
- Boy and Girl Scout Leaders, Brownie Leaders, etc.
- Extraordinary Ministers of Holy Communion to the Sick and hospitals
- Knights of Columbus

Due to the nature of a parish's constant evolution of ministerial roles, this list is subject to additions and changes. The primary goal is to protect children and youth by background screening and training adults in positions of trust.

If you have any questions or need further clarification as to who is included in this group, please contact the Office of Child and Youth Protection at (714) 282-3125.

September, 2019



Fingerprinting Locations for Diocese of Orange

*Government fees may apply. Please see the table located on page 3 for further details

Rev Date 9.6.19

| City | Location Name | Address | Service type | Telephone | Hours | Rolling Fee |
|------------------|-------------------------------|-------------------------------|--------------|----------------|--|-------------|
| Anaheim | Belmudez Tax Service DBA H&R | 1917 E. La Palma Ave. | Walk-In | (714) 817-9604 | Mon - Fri 10 AM to 6 PM, Sat-Sun 11 AM to 4 PM | \$25 |
| Anaheim | Pony Express Mail Station | 1261 N. Lakeview Ave. Ste. J | Walk-In | (714) 777-4120 | Mon-Fri: 9am-4:30pm, Sat: 9am-12:00pm | \$25 |
| Anaheim | Immigration Plus Travel | 1811 W Katella Ave., Ste. 211 | Walk-In | (714) 491-0781 | Mon-Fri: 10am-5pm Sat appointment only | \$25 |
| Anaheim | Anaheim Postal Place | 532 N Magnolia Ave. | Walk-In | (714) 229-0024 | Mon-Thurs 9:30am-7pm Fri :9:30am-12:30pm & 3pm-7pm, Sat 8am-7pm, Sunday 10am-2pm | \$25 |
| Anaheim | The UPS Store 4932 | 675 N Euclid St. | Walk-In | (714) 520-9090 | Mon-Fri: 9am-6:30pm, Sat: 9:30am-4pm | \$15 |
| Brea | The UPS Store 2574 | 407 W. Imperial Hwy. Ste. H | Appointment | (714) 256-4501 | By Appointment Only | \$25 |
| Cerritos | Mailbox and More | 11432 South St. | Walk-In | (562) 402-8387 | Mon-Fri 10 a.m to 5:30 pm, Sat 10:30 a.m to 2:30 p.m | \$25 |
| Costa Mesa | Mail To Go | 427 East 17th St. Ste. F | Appointment | (949) 645-6245 | By Appointment Only | \$25 |
| Fountain Valley | E&J Medical Services Fountain | 17024 Magnolia Street | Walk-In | (714) 657-6487 | Mon - Fri 8 AM to 6 PM; Sat 9 AM to 1 PM, Sun Closed | \$25 |
| Fountain Valley | Mail Shipping Etc. | 11037 Warner Avenue | Walk-In | (714) 852-3309 | Mon-Fri: 9:30am-6pm, Sat 11:00am-4:00pm | \$25 |
| Fountain Valley | The UPS Store 0351 | 18627 Brookhurst St. | Walk-In | (714) 968-4087 | Mon-Fri: 8am-6pm, Sat: 8:30am-4:30pm | \$25 |
| Fullerton | The UPS Store 4097 | 2271 W. Malvern Ave. | Walk-In | (714) 870-4100 | Mon-Fri: (8:30am - 7:00pm) Sat: (9:00am - 6:00pm) Sun: Appt Only | \$25 |
| Fullerton | International Mailbox | 1519 E. Chapman Ave. | Walk-In | (714) 992-2911 | Mon - Fri 9:00 am - 5:30 pm Sat: 10 am - 3 pm | \$25 |
| Garden Grove | Tony Song, CPA | 9252 Garden Grove Blvd., #20 | Walk-In | (714) 638-1182 | Mon-Fri: 10:00am - 4:30pm closed for lunch 12pm-1pm | \$25 |
| Huntington Beach | The UPS Store 6849 | 5942 Edinger Ave. Ste. 113 | Walk-In | (714) 840-0880 | Mon-Fri: (8:00am - 6:30pm) Sat: (9:00am - 5:00pm) | \$25 |

| | | | | | | |
|------------------|---------------------------------|--|---------------------------|----------------|---|------|
| Huntington Beach | The UPS Store 0015 | 7071 Warner Ave. Ste. F | Walk-In | (714) 848-4375 | Mon-Fri: 8am-5:30pm, Sat: 9am-4:30pm | \$25 |
| Irvine | The UPS Store 6776 | 2646 Dupont Dr., #60 | Walk-In | (949) 387-7522 | M-F 7:30am-7:00pm, Saturdays 9:00am to 3:00pm | \$25 |
| Irvine | Mailboxes Irvine | 4521 Campus Dr. | Walk-In | (949) 854-8011 | Mon-Fri: 9am-6pm | \$25 |
| Irvine | Aim Mail Center 58 | 5319 University Dr | Walk-In | (949) 552-5285 | Mon-Fri: 8:30am - 6:00pm; Sat: 10:00am - 4:00pm | \$25 |
| La Habra | C9 Service | 891 W. Whittier Blvd. Ste. B | Walk-In | (562) 306-2782 | Mon-Fri: 9am-5pm, Sat-Sun Apt Only | \$25 |
| La Habra | The UPS Store 4403 | 2121 W. Imperial Hwy Ste. E | Walk In | (562) 266-3600 | Mon-Fri: 9am-6pm, Sat: 9am-4pm | \$25 |
| La Mirada | The UPS Store 7047 La Mirada | 12263 La Mirada Blvd | Walk-In & Appointments | (562) 758-3337 | Mon-Fri: 9am-6:30pm; Sat: 10:30am-3pm | \$25 |
| Laguna Beach | The UPS Store 0120 | 668 N Coast Hwy. | Appointment | (949) 494-4420 | By Appointment Only | \$25 |
| Laguna Hills | Package People | 25283 Cabot Rd. Ste. 207 | Appointment | (949) 855-4753 | By Appointment Only | \$15 |
| Laguna Niguel | The UPS Store 0890 | 28241 Crown Valley Pkwy. Ste. F | Walk-In | (949) 831-1878 | Mon-Fri: 8:30am-6:30pm, Sat: 9am-5pm | \$25 |
| Laguna Niguel | The UPS Store 1329 | 30251 Street of the Golden Lantern Ste. E | Appointment | (949) 249-1200 | By Appointment Only | \$25 |
| Lake Forest | The UPS Store 0026 | 25422 Trabuco Rd. Ste. 105 | Walk-In | (949) 859-7193 | Mon-Fri: 8:30am-6pm; Sat: 9am-4pm; Sun: 10am- 2pm | \$25 |
| Long Beach | The Mail Box | 6475 E Pacific Coast Hwy. | Appointment | (562) 493-2489 | By Appointment Only | \$25 |
| Los Alamitos | Aim Mail Center 1036 | 11278 Los Alamitos Blvd. | Walk-In | (562) 799-1414 | Mon-Fri: 9am-5pm | \$25 |
| Newport Beach | Mail, Gifts, & Wine | 4533 Macarthur Blvd. Ste. A | Walk-In | (949) 955-9171 | Mon-Thurs: 10am-6pm, Fri: 10am-5pm | \$25 |
| Newport Beach | The UPS Store 4285 | 2549 Eastbluff Dr. Ste. B | Walk-In | (949) 644-5822 | Mon-Fri: 8:30am-6:30pm, Sat: 11:30am-3:30pm Appt. only | \$25 |
| Orange | Live Scan Orange County | 1940 N. Tustin St. Ste. 102 | Appointment | (949) 798-9345 | By Appointment Only | \$25 |
| Placentia | The UPS Store 4382 | 650 N Rose Dr. | Walk-In | (714) 572-0600 | Mon-Fri: 8:30am-7pm, Sat: 9am-5pm | \$25 |

| | | | | | | |
|------------------------|------------------------------|-------------------------------------|---------------------------|----------------|---|------|
| Rancho Santa Margarita | The UPS Store 1672 | 22431 Antonio Pkwy Ste. B160 | Appointment | (949) 858-1234 | By Appointment Only | \$25 |
| San Clemente | The Post Stop | 647 Camino De Los Mares Ste. 108 | Appointment | (949) 493-1636 | By Appointment Only | \$25 |
| San Juan Capistrano | The UPS Store 0041 | 31878 Del Obispo Ste. 118 | Walk-In | (949) 240-1131 | Mon-Fri: 10:00-5:00, Sat 10-2 | \$15 |
| Santa Ana | Janet Insurance Services | 1412 West Edinger #D | Walk-In | (714) 417-0177 | Mon-Sat: 9am-6pm; Sunday 9am-6pm | \$15 |
| Santa Ana | The Shipping Center | 2781 W. MacArthur Blvd. Ste B | Walk-In | (714) 545-7100 | Mon-Fri: 9am-6pm, Sat: 9am-4pm | \$25 |
| Santa Ana | Casapueblo Service Center | 1901 S Main St. | Walk In | (714) 432-8282 | Mon-Fri: 9am-6pm | \$15 |
| Tustin | Postal Annex 44 | 17602 17th St. Ste. 102 | Walk-In | (714) 838-9566 | Mon-Fri: 8:30am-6:30pm, Sat: 10am-4pm | \$25 |
| Westminster | Phuc Loc Pakmail 16020 | 9191 Bolsa Ave, Ste #120 | Walk-In | (714) 642-9992 | Mon - Fri 9 AM to 6 PM; Sat 10 AM to 5 PM | \$25 |
| Yorba Linda | Daily Live Scan | 4676 Lakeview Ave Suite 109A | Walk-In & Appointments | (714) 341-5612 | Mon-Fri: 9am- 6pm; Sat-Sun: 10am-5pm | \$25 |

NOTE: If you would like an estimated cost for your Live Scan, please see the table below.
 If you have any questions, call our customer support center at 1(800) 710-1934 or email support@certifixlivescan.com

| Applicant type | Government fee | Rolling Fee |
|---------------------------|----------------|---------------------|
| Diocese Parish Employee | \$17 | Varies by location. |
| Diocese Parish Volunteers | Waived | Varies by location |
| Diocese School Employees | \$49 | Varies by location |
| Diocese School Volunteer | \$32 | Varies by location |