

# BACKGROUND CHECK INFORMATION

**REQUEST BACKGROUND CHECK FORMS:** Send requests for background checks to the Kingdom Minister of Children or Youth Combat Marshal and include the following information:

**Required Information:**

SCA Name:

Modern Name:

Mailing Address:

Email Address:

Telephone Number:

Membership Number:

Membership Expiration Date: *(You MUST have an active SCA membership to obtain a background check)*

Reason for Request: Minister of Children, Youth Marshal, etc.

Once your information has been received, the Kingdom Seneschal will verify with the appropriate Kingdom officer that you will be working with minors in an official capacity and need to obtain a SCA background check. Once approved, you will be sent the application forms. Please allow up to 30 days for delivery.

It is the applicant's responsibility to complete the forms and send them to the SCA Corporate Office. They may be mailed or faxed.

<p><b>Mail completed forms to:</b> The Society for Creative Anachronism, Inc. ATTN: Renee Signorotti P.O. Box 360789 Milpitas, CA 95036-0789 Or membership@sca.org</p>	<p><b>Fax completed forms to:</b> ATTENTION: Renee Signorotti SUBJECT: BACKGROUND CHECK - KINGDOM OF MERIDIES FAX: 408-263-0641</p>
--	---

*NOTE: The FAX number is available 24 hours/day, except after 12:00pm on the last working day of the month, for the month-end close. You may call to confirm that your fax has been received. 800-789-7486 or 408-263-9305 (Monday - Thursday 9:30 am - 4:00 pm PT)*

**SUBJECT OF INVESTIGATION:** The vendor conducting the background check will verify any reported crimes committed by the applicant against youth under the age of 18. There will be no financial history checks, vehicle history checks, employment history checks, etc. Only the vendor will have the information from the background check. The SCA will receive a PASS/FAIL notification and will not have access to any information from the background checks.

**COST:** The SCA, Inc. and Kingdom of Meridies will share the cost. There is no cost to the individual applying for the background check.

**WHO IS REQUIRED TO OBTAIN A BACKGROUND CHECK?**

All warranted youth officers, such as a Minister of Children or Youth Marshal, etc., must have a SCA background check regardless of any background checks they might have undergone outside the SCA. Parents, instructors, marshals, etc. who do not hold an official youth office, but work at SCA events in conjunction with warranted officials such as a Minister of Children or a Youth Marshal, are not required to obtain a background check.

**For more information, please contact me at [seneschal@meridies.org](mailto:seneschal@meridies.org)**