

UCC BACKGROUND CHECK
FOR A NON UCC CLERGY

Individual candidate requests a background check through Oxford Documents and pays the \$160.00. If called by a UCC church, the church is expected to reimburse the candidate for the cost. A background check is good for 18 month

Instructions

1. Go to: ucc.oxforddoc.com
2. Click Box: Ministerial Applicants
3. Provide: 1528 as Client Number (Conference)
4. Position #1
5. Personal Info Provided by the Candidate
Please make sure the person spells their name correct. It is all computerized and the background check will be on the name provided. There have been candidates who could not spell their name correctly and the search was done on a different person

The application will ask the person to provide info about past criminal violations, the use of different names (including maiden name) and other personal information
6. Provide: Credit Card Number
Direct Bill to the Individual

7. Results: Send to the Conference Minister only
Send hard-copy only.
8. Sharing: Conference Minister will send copies to the candidate and churches requesting a background check.
9. Time Required: 1-2 weeks, depending upon their volume
I would allow two weeks