The CMCR online background screening is free to the churches.

You will need the churches 501c3 non-profit form with the number on it. Your church secretary should be able to provide that for you. Keep it on your desktop because they will ask for it the first several times you run a background. At some point it will stop asking for the 501c3.

Before you begin the online background process, scan, and save the completed and notarized CMCR form for each person you are running the background on. You will need to attach this form when you request the background.

This is the phone number if you need assistance getting set up.  501-682-0405 or 501-396-6201. Monica is the office manager.

This is the link for the Child Maltreatment background clearance.
https://ardhs.quickbase.com/db/bqqmshgyk?a=dbpage&pageID=19

Below is how to answer the online questions when running the report after you get set up and you open the page to run a background.

- On the **Please Select** section you will select the **None** of the above applies, ...
- **Applicant Type** - select Religious Organization
- **Are you non-profit** - yes
- **Are you currently indigent** - no
- **Is this a resubmission** - no (if this is your first time to submit the name)
- **Company\Requester** - This will be the name of the person running the background check "Contact" name - This will be the name of the person running the background check Contact's email - same as above unless you want someone else to receive the results instead if the person running the report.
- **Applicant Information** - enter the information that it asked for on that person.

Below these questions, is the section that you will attach the filled out and notarized CMCR form.

**Hit submit**.

If you are running multiple backgrounds there is a place to run several at a time.

They will reply with the results to the email you provided them.

After you get set up it's very simple to use.

If I can help you further, please let us know.