\*PLEASE NOTE: Background and EP checks must happen **before a** (in-person or Zoom) **church interview**.

1. To obtain a background check, please email the following information to [tanya@detroitpresbytery.org](mailto:tanya@detroitpresbytery.org) AND <dawn@detroitpresbytery.org>:
   1. Candidate’s First and Last name
   2. Candidate’s email address
   3. Candidate’s birthday
2. From there, the candidate will receive an email from *Mobilize My Ministry*, requesting personal information necessary to perform the inquiry. This way, the only people with access to that information are the candidate and the BG Check company. Once the candidate submits the information, a BG check is ordered.
3. The process can take 1-3 business days, and the cost to the churches is $18.95 per report. Costs for COM and CPM requests for BG checks are covered by the Presbytery. Invoices are emailed to the requestor.

Please reach out with any questions at 313-345-6550.