

**Court Appointed Service Workers
Guidelines for Catholic Charities in Terre Haute**

The procedure for completing the application process, Protecting Children in the 21st Century and Background Check can be found on our website at www.ccthin.org, click the tab titled **Court Appointed Service Workers**.

The following are the steps provided on the webpage that you will need to complete:

- An application is available online and must be printed out, completed and returned to our administrative office at 1801 Poplar St., Terre Haute, IN 47803. The completed application can also be scanned and emailed to info@ccthin.org.
- A \$15 Background check fee must be paid before starting your court appointed service hours. The fee can be paid online using the link on the webpage or by cash at our office located at 1801 Poplar St.
- Click the *Protecting Children in the 21st Century* link. Create your account, and start your Background Check. Please choose volunteer/employee when completing your Background Check. Please note that the Background Check process typically takes 24-48 hours. You will not be allowed to begin your service hours until the results have been received and you have been cleared.
- All individuals wishing to complete their court appointed service hours at Catholic Charities must be able to sit or stand for long periods of time, safely lift up to 30 lbs. and have no medical work restrictions.
- If you are unable or unwilling to meet these requirements, please choose another place to complete your service.

If you have any questions with this process, please contact Debbie at (812)232-1447 between 8:00am – noon, Monday - Friday.

Thank you,



John C. Etling
Agency Director