



AB-506 Instructions

Follow these steps to finish the process.

This could take up to 2 months.

- **California Depart of Justice=CA DOJ.**
- **Custodian of Record=COR**
- **Church Entity Identifying number=ORI**

1. Click [here](#) to go to the CA Department of Justice Website.
2. Designate an individual to be the COR (Custodian of Records).
3. Fill out application to receive the COR (Custodian of Records) ORI number.
4. When you receive this number back, there is a step of training (Can be found online) Should be with your confirmation from the CA DOJ.
5. Send in the confirmation of the COR being Live Scanned and any other information that the DOJ requests.
6. You will receive a confirmation then with your church entities ORI number.
7. Once you have this, you can proceed by following instructions and having your volunteers being Live Scanned.
8. Keep a locked file of all receipts and documents for every person Live Scanned.

- **Mandated Reporter Training**

1. Have any person Live Scanned do the Mandated Reporter Training online.
(No exceptions)

Click [here](#) for the free State training (6 Hours)

Click [here](#) for Church HR Network Training (Recommended 2 Hours). Must be a member. All Network Affiliated Churches receive this for no charge.

- **Resources**

1. Ultimate Guide to AB 506: Click [here](#)
2. Church HR Network: Click [here](#)

If you have any questions please don't hesitate to reach out or you can talk to your insurance company!

Let's protect CHILDREN!!



AB-506 Compliance

The following expectations are set in place by the law, and are required of every church, no matter the status of it. We also include our recommendations, as there is no harm in going above the standard set by AB-506

Mandated Reporter Training

The following individuals **must** take a state approved Mandated Reporter Training course, **with no exception**:

- **Employees**
- **Regular Volunteers**

We also recommend:

- **Board Members**
- **All Volunteers**

State available Mandated Reporter Training (Free) - [Click here](#).

Church HR Network (Recommended) - [Click here](#).

Live Scan

All Employees and Regular Volunteers must have a Live Scan performed. A live scan is an exceptional background check that involves fingerprinting. They are typically more costly than regular background checks, but once a live scan is completed on an individual, it does **NOT** need to be completed again.

The following are the necessary steps to fulfill Live Scans:

- Designate an individual to become the Custodian of Records, known as COR.
- Have the COR complete an application with the DOJ, known as the Department of Justice.
- Set up an account with the DOJ.
- Use the ORI number provided by the DOJ to send employees and staff to receive a Live Scan.

Resources

Here are some resources that can help navigate AB-506:

- Ultimate Guide to AB-506 - [Click here](#).
- DOJ Application - [Click here](#).

If you have any questions at all, please don't hesitate to contact me.