Appendix V

Background Clearance Information and Forms

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| **Information:** |  |

The approved background check company for Diocese of Gallup is Selection.com

For volunteer or employee **new users** with access to the internet:

Please register within VIRTUS Online by going to:

<https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&amp;org=21955>  or you can also go to [www.virtus.org](http://www.virtus.org/) and click on ‘First-Time Registrant’ and select Gallup from the dropdown list. Your parish and your school will be billed directly by Selection.com.

In addition, for current Virtus users, once you login to Virtusonline.org you may see you need a background check in red.  The previous background check company did not merge with Virtus.   If you proceed and enter your information for background check, your parish will be contacted by the Safe Environment office to determine if a background check is needed.   If one is not needed your background check information will be deleted and no further action is needed by you.  Your parish will provide the Safe Environment office with the date of the old background check.

All background checks are received at the Diocese of Gallup and upon review are forwarded to the parishes/schools.   Credit information is not sent to the parishes/schools/agencies as that is retained at the Diocese.  If there is an issue with the credit report, the parish pastor, administrator priest, school principal, or agency director will receive a letter from the Chancery. If there is a finding on the background check that affects the applicant’s eligibility, they must be notified by that representative.`

Volunteer or employee **users** will be required to answer the following questions:

1.   Will your duties routinely include the handling of money over $1,000 a month or managing funds or making financial decisions on behalf of the church organization (or were you directed to obtain a credit report)?     □ Yes     □ No

2.      Do you anticipate driving as part of your duties on behalf of the parish, school, organization or diocese?     □ Yes     □ No

Answering “yes” to any of the above questions will result in a credit or motor vehicle report being generated.

**Note:  All parish/school employees must obtain a Criminal Report and a Driving History as a condition of employment.   All diocesan employees will obtain all three reports as a condition of employment.  See Page 39**

For volunteer or employee **new users**without internet access:

This appendix contains three pages of forms and A Summary of Your Rights Under the Fair Credit Reporting Act for use by those parishes whose users do not have internet access.  The forms are as follows:

1. Request and Instructions to Procure an Investigative Background Report and/or Consumer Report.
2. Selection.com – A two-page disclosure and authorization form are to be completed by the employee or volunteer. This is the document transmitted to the investigating agency through the office of Safe Environment.

A Summary of Your Rights Under the Fair Credit Reporting Act is Appendix V Supplement.

  The volunteer or employee will complete the forms in their entirety. They must include their date of birth and social security number. Parishes/Schools **WILL NOT**submit a paper check with the forms.  Your parish/school will be billed directly by Selection.com.