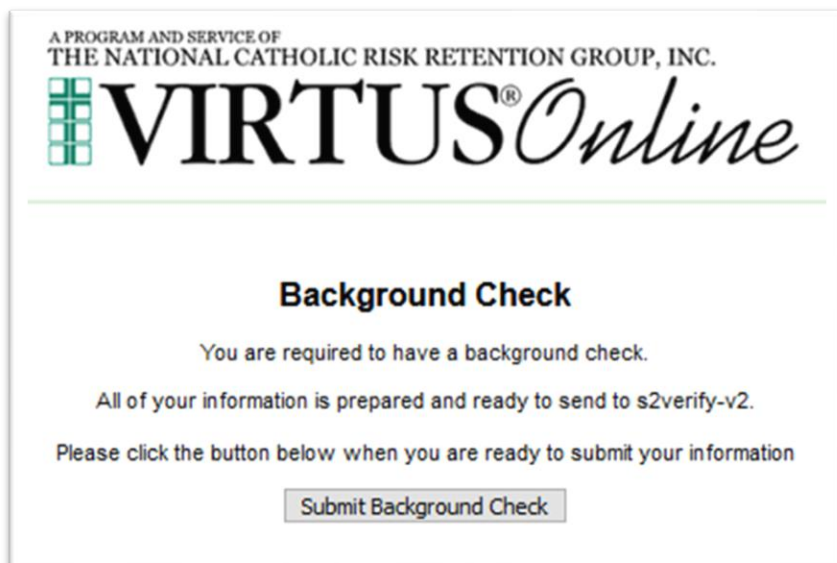# Background Check Process for NEW Volunteer when completed at same time as VIRTUS® Registration

When a **_NEW volunteer_** registers for the first time live/online VIRTUS® training they are asked to complete a background check at the end of the registration process by clicking on

'**Submit Background Check**'.
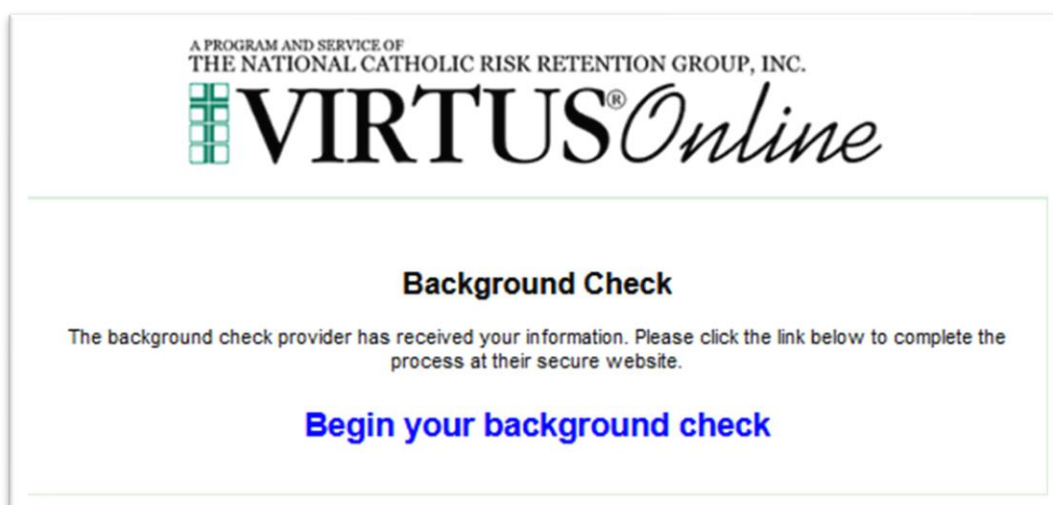


Then click on '**Begin your background check'** this will take the volunteer to the S2Verify secure website to complete their background check.

<p style="text-align:center;">**Click on 'START PROCESS'**</p>



## STEP 1. Location Confirmation

The volunteer will enter their '**Primary Address'** and click on **CONTIUNE**.

Then confirm their **Location** and click **YES.**

## STEP 2. Electronic Consent

- **The volunteer will ACCEPT (I Accept) the Applicant Disclosure Statement**
- **Complete the Authorization of Background Investigation**
    - **Type in Last Name, First Name**
    - **Date of Birth**
    - **Click 'I have carefully read, and understand, this Authorization form'.**
    - **Click 'I ACCEPT'**

- **You will then read the following:**
    - **Summary of Rights click 'I ACCEPT'**
    - **State Notices click 'I ACCEPT' at the bottom of this form the applicant has the chance to click on the box for Minnesota or Oklahoma Applicants only: You may receive a free copy of any consumer report. Click 'I ACCEPT'**
    - **California State Notices click 'I ACCEPT'**

## STEP 3. Background Check Request

- **The volunteer enters full name, email address, social security number and date of birth and phone number.**
- **Add additional alias if there are any.**
- **Click 'CONTINUE'**

**Last page the volunteer have the option of printing out any or all the forms you 'ACCEPTED' in the second part of Step 2.**

After agreeing to complete the background check. The NEW volunteer will also receive an email directly from **'YOUR PARISH NAME@screening.services'** asking them to complete the background check process. For example if the volunteers primary location on VIRTUS is Cathedral of the Sacred Heart St Casimir Parish Winona, the email would read: CathedraloftheSacredHeartStCasimirParishWinona@screening.services. The primary location in the below email is DioceseofWinonaRochester.

If they complete the process laid out in pages 1 and 2, they can disregard this email.
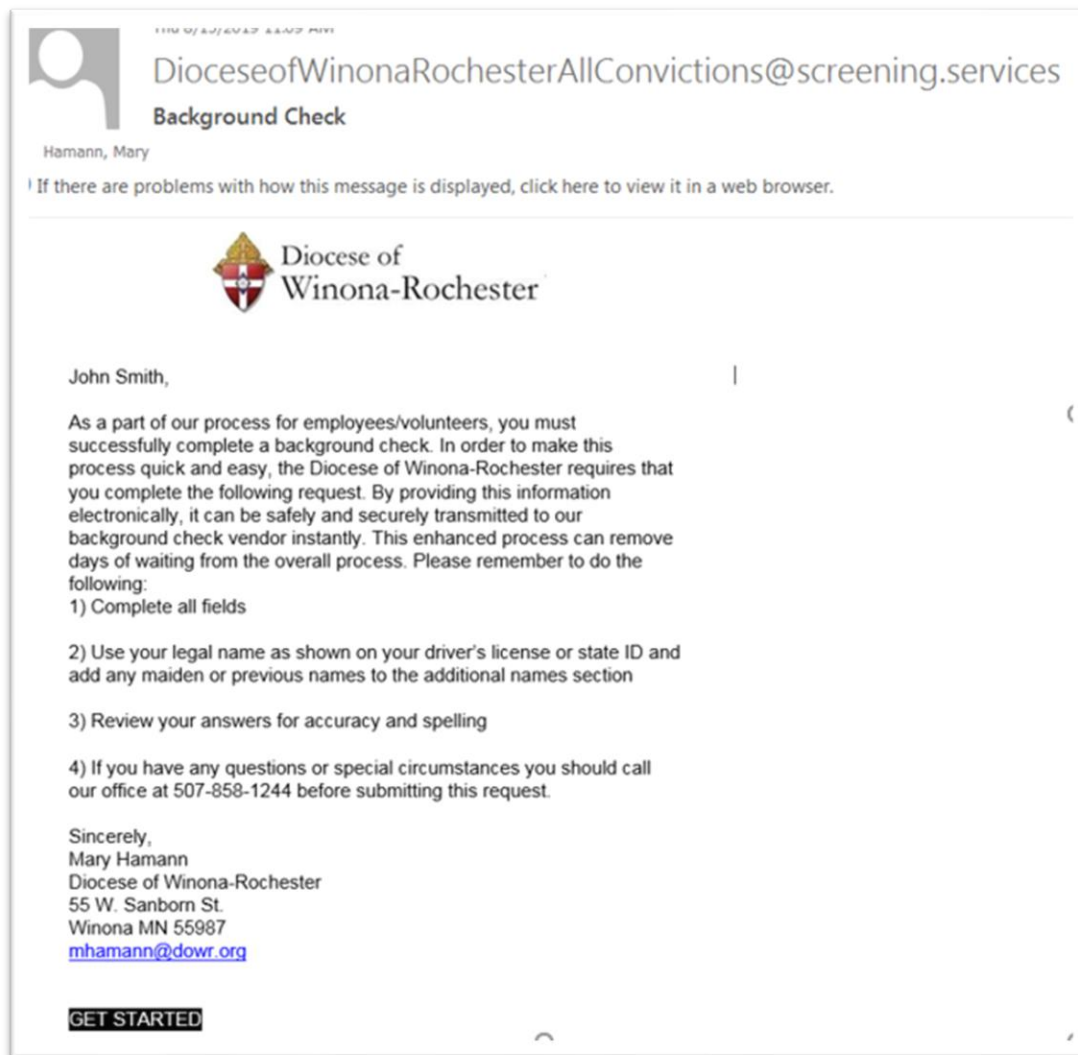


If the volunteer completes the whole process and the background check is run by the Safe Environment Coordinator the date the check was completed will automatically populate the VIRTUS profile for that volunteer. If you complete the background check using the paper form you will need to manually need to record the background check on VIRTUS.

**If a volunteer does not complete this process, a paper consent form must be filled out by new volunteer to run background – please see section 4.3.**