Office for the Protection of Children and Young People
School Volunteer Background Check Application Instructions & Procedures

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The *Office for the Protection of Children and Young People* (OPCYP) would like to welcome you as a new volunteer to the Diocese of Arlington. The Diocese requires that all employees and volunteer, prior to beginning their employment or service, complete the OPCYP Background Check Application. Your continued employment or service is conditioned upon passing all background checks. The application process is electronic and should take you approximately 25 minutes to complete.

In an effort to assist you and ensure this is a quick process, please use the checklist under "**Information Needed**" to gather the following information prior to beginning the application process. Should you need to delay or stop the application process, you may save your information and return to it at a later date or time.

STOP! COLLECT THE FOLLOWING INFO PRIOR TO BEGINNING

Information Needed:

☐ Social Security or ITEN number (For all employees and those who have been issued either one – refusal to provide it could disqualify you from volunteering).

☐ Your addresses for the last 15 years of residence

☐ Your contact information for the last 5 years of employment (If you have worked for the same company for the past five years, please provide at least one other employer if possible)

☐ Criminal history information (i.e., charges/convictions, jurisdiction, approximate date)

☐ **The Location – 393 – St John the Evangelist School and Position Title - Volunteer (General)**

CONTINUE

Instructions to Complete the Application

Instructions to Complete the Application

Step 1: Go to the Diocese of Arlington Child Protection landing page:

https://www.arlingtondiocese.org/Child-Protection/

or use the following URL to log into the OPCYP Background Check Application site:

https://secure4.arlingtondiocese.org/OPCYP_Application/

Step 2: If you are a new user, choose "Create Account." If you have logged in before, please use your Username and Password. If you have forgotten it, please input your email address and reset your password.

Step 3: Use your **legal name** and the information provided in your offer letter when selecting your location and position.

Step 4: Provide all the information requested and answer the questions as thoroughly as possible.

Step 5: Once you have completed the application, press the red Finish button. You will then be sent to a DocuSign site to review the information you provided which has been preloaded into the Diocesan forms.

STOP! PLEASE READ INSTRUCTIONS BEFORE CONTINUING

Review of Forms Process

The information that was collected during the application process has now been loaded into the Diocesan and State of Virginia forms. Please,

- Review the forms for accuracy
- Provide your electronic signature authorizing the Diocese
- Provide your electronic signature that states that you have received or read the documents
- Complete the application process by clicking finish once you have reviewed and signed the documents

Next Steps

Now that you have completed the application process, this is what you should expect:

- The OPCYP Liaison for your school (Shannon Lomax slomax@sjesva.org) will be reviewing your paperwork to ensure all the information has been correctly entered. If there is a question or an issue with your paperwork an email will be sent with instructions explaining the issue(s) and the next steps.
- Please keep your Username and Password in a safe place. It is the key to access your OPCYP portal.
- After receiving approval of your application from the OPCYP Liaison please **print a copy of the Central Registry Form page of the application**. Then contact Shannon Lomax, St. John's Administrative Assistant/Notary, at 540-347-2458 or slomax@sjesva.org for a time to come to the school to get this document notarized free of charge. If you choose to use a different notary <mark>**PLEASE DO NOT MAIL OUT THIS FORM INDEPENDENTLY**</mark>. This document needs to be returned to the school office after it is notarized and then the school will mail this form out.
- Print or save an electronic copy of the full Child Protection Policy and Code of Conduct for your information.
- Now that you have completed the online Background Check Application Process you will need to schedule your VIRTUS training course (if you have not completed this training previously). Please find scheduling information for VIRTUS at the website provided below.

- ## virtusonline.org

Nota Bene

The Diocese of Arlington is committed to ensuring the privacy and security of your information. It does not sell or share its information with outside vendors. To this end, regular electronic audits are conducted on our systems to provide you with the utmost confidence that your information is being securely stored and used appropriately.

Welcome to the Diocese of Arlington!

Thank you for your cooperation in this process. The Diocese not only desires to protect our youth but also your reputation and employment. Congratulations on your new volunteer position.