



Criminal Background Checks

(Revised July 5, 2022)

The Diocese of Joliet Policy Regarding the Sexual Abuse of Minors and Vulnerable Adults (Revised July 15, 2021), states:

Prior to beginning service, all church personnel [includes clergy, seminarians, diaconal candidates, religious, employees and volunteers] are required to undergo a criminal background check. This requirement also applies to all persons involved with minors and/or vulnerable adults on a regular recurring basis and those who may have an opportunity to be alone with children or vulnerable adults during parish, school or religious education sponsored events. Backgrounds are evaluated using the resources of law enforcement or other agencies (*USCCB Charter 13*). Background checks are to be performed every five years for all persons who continue involvement with minors and/or vulnerable adults.

EMPLOYEES

All clergy and potential employees are to submit to a fingerprint background check for the Diocese of Joliet through the diocese's vendor, Accurate Biometrics*. ***The diocese does not accept fingerprint results from any other diocese/organization.*** The fee for a fingerprint is \$45.00 and the re-print fee is \$10.00. The fingerprint fee is billed to the diocesan office/parish/school where the individual will be ministering/working.

***NOTE** - Per the Illinois State Board of Education (ISBE), student teachers must submit to a fingerprint background check. Per the Diocese of Joliet, students who are observing in the classroom and interns must also be fingerprinted.

The procedure is as follows:

- The individual to be fingerprinted obtains a valid fingerprint applicant form from the diocesan office/parish/school/diocesan (oftentimes from the location's local administrator). The form has an ORI number for Illinois and a code for the diocesan office/parish/school.
- Please instruct the individual to go to Accurate Biometrics' website to identify a location to be fingerprinted: [Fingerprint Locations \(accuratebiometrics.com\)](http://accuratebiometrics.com)
 - If the individual lives outside of the state of Illinois, please contact OCYP for the instructions to provide to the individual to be fingerprinted.
- No appointment is necessary. Please instruct the individual to bring the completed application and a valid government issued ID (such as driver's license, state ID, or passport) to the fingerprint location.
- The background check results will be sent to the OCYP for review. OCYP retains records of all fingerprint background check results.

- OCYP will enter the background check date and status into the individual’s VIRTUS account. This will include the date of the completed background check and indication if the individual is “*Cleared for hire,*” “*May not work or volunteer,*” or “*Caution.*”
- If the background check report results indicate criminal activity, OCYP will request that the diocesan attorney review the public information related to the criminal history. The diocesan attorney will then advise whether the individual may work/volunteer in the diocese. OCYP will communicate the diocesan attorney’s advice to the respective diocesan office director/pastor/principal. OCYP will make a note in the individual’s VIRTUS account under their Background Check tab (i.e., “*May work/volunteer with parameters,*” “*May not work or volunteer,*” or “*Caution*”).
- If there is an “error” on the background check report, OCYP will contact the local administrator to inform him/her that the individual needs to be re-fingerprinted. OCYP will provide the local administrator with a copy of letter noting the error, which the individual will need to bring with him/her to be re-fingerprinted at an Accurate Biometrics location.
- Local administrators/those with local administrator rights may log onto VIRTUS 24/7 to check the status of a report under a user’s Background Check tab. If there is no note regarding the results of a background check, the results have not been received and/or processed by OCYP.
- A background check is required to be conducted every five (5) years. Five years after the fingerprint background check, a cleric/employee must submit to a name-based background check. Since February of 2020, the only vendor used by the Diocese of Joliet to conduct name-based background checks is Selection.com® Fastrax. The process of conducting a name-based background check is outlined below under **VOLUNTEERS**.

VOLUNTEERS

Prior to volunteering, volunteers who minister with minors or vulnerable adults or have the opportunity to be alone with minors or vulnerable adults are required to submit to a name-based background check through Selection.com® Fastrax. ***The diocese does not accept fingerprint results from any other diocese/organization. Volunteers are not required to submit to a fingerprint background check.***

Selection.com® Fastrax has integrated with VIRTUS so that the name-based background check release forms and background check results can be done/accessed through a user’s VIRTUS account. Fastrax is the website used by Selection.com to house name-based background check release forms and background check results. Fastrax is safe and secure, meeting all government requirements under the Fair Credit Reporting Act (FCRA). The fee to conduct a name-based background check is \$18.00, which is billed to the respective diocesan office/parish/school where the individual is ministering/volunteering. A quarterly rescreen will be conducted at no charge.

The procedure is as follows:

Applicants

- Through an individual’s VIRTUS account, he/she will review and electronically sign an inquiry release for the background check to be conducted. ***As of February 19, 2021, Social Security numbers are no longer required as a part of this process.*** The release form will reflect a Social Security number of all 9s for each applicant (999-99-9999). Please ask the individual to read all

directions while completing the release form, which includes how to electronically sign and date the document.

- Profile data from an individual's VIRTUS account will automatically populate on the Fastrax page. Some additional information may be needed.
- Individuals may request to have a copy of the background check report sent directly to them.

Local Administrators

- Log onto your location's Fastrax account and click on "APPLICANT ENTRY."
- Review each name listed for your location on Fastrax. If you do need a background check done on the individual, click on "Review/Submit," which will submit your request to Selection.com to conduct the background check. If you do not need the background check conducted on the individual, click "Delete." Please send an email to SafeEnvironment@dioceseofjoliet.org to let OCYP know that you have deleted the background check release form. OCYP will then update the individual's VIRTUS account under their Background Check tab. Once the local administrator clicks on "Review/Submit," the request cannot be reversed and the background check will be conducted.
- OCYP reviews the background check results.
- If an individual has no criminal history and had a background check conducted by Selection.com, the information will be automatically populated into their VIRTUS account under the Background Check tab and reflect "Approved."
- If the background check results indicate criminal activity, OCYP will request that the diocesan attorney review the public information related to the criminal history. The diocesan attorney will then advise whether the individual may work/volunteer in the diocese. OCYP will communicate the diocesan attorney's advice to the respective diocesan office director/pastor/principal. OCYP will make a note in the individual's VIRTUS account under their Background Check tab (i.e., "*May work/volunteer with parameters,*" "*Not approved,*" or "*Caution*").
- Local administrators/those with local administrator rights may log into VIRTUS 24/7 to check the status of a report under a user's Background Check tab. If there is no note regarding the results of a background check or if the status reflects "Pending," the results have not been received and/or processed by OCYP.
- Selection.com® Fastrax will run a quarterly update for all individuals in their system.
- If the quarterly update reveals new criminal activity, OCYP will be notified and will follow the process outlined previously.

TRANSFER OF REPORTS

The Diocese of Joliet may not transfer background check reports, nor can we request background check results from agencies outside of the Diocese of Joliet.

MINOR VOLUNTEERS MINISTERING WITH MINORS

A minor volunteer who ministers with minors on a regular basis in a role that includes but is not limited to coach's assistant, classroom aide, catechist, choir helper, Jr. High youth ministry helper, etc., must register for a VIRTUS account and complete the VIRTUS training entitled, "Healthy Relationships for Teens 2.0." This training is done online and will be assigned to the minor during the VIRTUS account registration process. The minor is also required to complete an *Application Form for Minors Serving as Volunteers*. It is important for parish/school staff to contact the references provided on this form. This information should be kept on site by the local administrator (i.e., paper or electronic file). ***Criminal background checks are not conducted on minors.***

CONTACTS

VIRTUS Helpdesk

helpdesk@virtus.org

888-847-8870

Selection.com® Fastrax

Live chat 8am – 8pm EST

www.fastraxselect.com

1-800-325-3609 x1 for customer service

Diocese of Joliet

Office of Child and Youth Protection (OCYP)

OCYP Helpdesk

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