

St. Vincent Ferrer Parish

Important Announcement

Updated September 1, 2015

Process for Virtus Registration and Fingerprinting

“Background Check” Replaces Fingerprint. Effective January 1, 2014, most volunteers will no longer need to be fingerprinted. Instead, the Archdiocese of Cincinnati has instituted a new one-time Background Check that is completed on line.

Who Needs the Background Check? Every St. Vincent Ferrer Parish volunteer, staff member, teacher, coach, etc. needs the new Background Check, even if you were previously fingerprinted.

How Do I Sign Up For the Background Check? You sign up for the Background Check on the Virtus website. Note that the Background Check is separate from registering for the Virtus training class, but you will begin at the Virtus website for both. The process is different for (A) new volunteers who have not yet registered for Virtus, and (B) existing volunteers who have already registered for or completed Virtus.

(A) NEW Volunteers, Staff, Etc. Who Have Not Yet Registered for Virtus. ALL parish and school volunteers, coaches, staff etc. who work with or near children are required by the Archdiocese of Cincinnati to (i) attend the VIRTUS Child Protection training, and (ii) complete a Background Check, before you begin working, coaching or volunteering with or around children. First visit the Virtus website at www.virtusonline.org and click the word “Registration” in the left column. After you complete the registration for your Virtus class, you will be directed by the Virtus website to www.selection.com where you will then complete your Background Check. Please be prepared to pay for the Background Check (read the two payment options below **before** you go to the Virtus website).

(B) EXISTING Volunteers, Staff, Etc. Who Have Registered For or Already Taken the Virtus Class. All existing volunteers, staff members, teachers, coaches, etc. must complete the Background Check, even if you were previously fingerprinted. Please follow these steps:

- Log in at the Virtus website (www.virtusonline.org) with your user name and password.
- Click on the “Toolbox” tab.
- Click on the words “Selection.com Background Check” in the left column.

You will be directed to www.selection.com where you will complete the Background Check. Please be prepared to pay for the Background Check (read the two payment options on page 2 below **before** you go to the Virtus website).

Who Pays for the Background Check? There is a one-time \$25 fee for the Background Check. The fee is paid at the time you complete the Background Check on line. You have two options for payment.

- Option 1 – Pay by credit card as a tax deductible donation to St. Vincent Ferrer Parish. When you are on the selection.com website, you will be asked to pay the \$25 fee by credit card. If you select this option, SVF will add the \$25 fee to your parish donation record. Simply call Kathy Abele (Parish Business Manager) at (513) 686-1119 to inform us that you paid the fee, or email Kathy at: kabele@svfchurch.org
- Option 2 – Ask SVF Parish to pay the fee for you. This option is available to registered SVF parishioners and school/PREP families. **To select this option, please email Kathy Abele (Parish Business Manager) at: kabele@svfchurch.org before you visit the Virtus website.** In your email, please name the person who will complete the Background Check and request a “FASTRAX Code” for that person. Registered SVF parishioners and school/PREP families will receive a FASTRAX Code by return email to use to pay the \$25 fee on the website. Each FASTRAX Code is unique and can only be used once. *Please note that St. Vincent Ferrer Parish pays \$25 for each FASTRAX Code that is used.*

For security reasons, FASTRAX Codes cannot be issued over the phone. **Please be sure to send an email to Kathy before you visit the Virtus website in order to get your Code.** If you obtain a FASTRAX Code, do not enter any credit card info on the website; just enter the Code where indicated.

Who Do I Call If I Have A Question? Call Marc Greenberg, SVF Parish Safe Environment Coordinator, at (513) 310-1787 or email Marc at: marcg@svfchurch.org

Thank You!