

Office for the Protection of Children & Young People

Background Check Application Instructions

To better assist you and ensure this a quick process, please use the checklist below 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 time.

Information Needed:

- Social Security or ITEN number (For all 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 5 years, you will need to provide at least one other employer if possible)
- Criminal history information(i.e., charges/convictions, jurisdiction, approximate date)
- Note your location as St. Timothy School and position as school volunteer
- Once you have completed your application, press the red Finish button. You will then be sent to a DocuSign site to review the information provided which will be preloaded into the Diocesan forms
- Review the forms for accuracy, provide your electronic signature and then click Finish
- Print the Virginia Department of Social Services/Child Protective Services **back to back and have it notarized before meeting with Mrs. Kathy Moses**
- Save an electronic copy of the forms for your information

Next Steps:

- Mrs. Moses will be reviewing your paperwork to ensure all information has been correctly entered. If there is an issue an email will be sent with instructions explaining the issue(s) and the next steps.
- If all your information is correct, your school liaison will contact you and schedule an appointment. Please be sure your CPS form is notarized before meeting.
- **Please keep your Username and Password in a safe place.** It is the key to access your OPCYP portal.