

How to Initiate a Background Investigation.

Candidates for employment and new volunteers should register into the Virtus system., at Virtusonline.org . They will complete the background check authorization form as part of the Virtus registration process.

For users who already have a Virtus profile but who need to have a new background check run, go to scdiocese.org/backgroundcheck to see the background check registration form. Fill the registration form out with the name of the user needing the background check , the parish or school where the user works or volunteers, and the user's e mail address. The secure online background check authorization will be sent to the user via e mail.

Contact the Safe Environment office 712 233 7517 or the Claims/Risk Assistant, 712 233 7548 if you have questions or need assistance.

All offers of employment or the opportunity to volunteer will be contingent on receipt of an acceptable background investigation.

The diocese is unable to accept background checks run by agencies or vendors other than its own. Diocesan background checks include searches of the

- National Criminal File
- Sexual Offender Search
- Social Security Verification