Welcome to the Diocese of Davenport. Everyone over the age of 18 is required to complete a background check. If you work with money you will also process a credit check through a secure website called ESR.

At each parish/school there is a Safe Environment Local Coordinator and they are authorized to view your account in VIRTUS. This is to ensure you stay in compliance with diocesan policy. Each school/parish can require additional training if they so choose. Please contact your Safe Environment Local Coordinator prior to registering with VIRTUS.

Please DO NOT USE Internet Explorer, MAC, Microsoft Edge, Google Chromebook, Tablets and Phones. Do NOT use the browser back button or information may be lost and it will assign multiple videos and or not allow you access to your account.

Please follow the instructions and print screens below to help you complete the registration and background and or credit check process. If you skip a step you will not be able to advance until the prior step is completed.

If you come from another diocese that uses VIRTUS we can try to transfer your training from your previous diocese to our diocese, you will still be REQUIRED to process a new background and or credit check and agree to our policies. Upon review of your account we will decide what additional training needs to be completed to meet our diocesan requirements. Please contact your local coordinator coordinator with questions.

Please allow enough time with no interruptions in order to complete this successfully approximately up to 30 minutes for the background and or credit check. The time for processing also depends on your internet connection.

You will get several emails letting you know what you completed to need to complete:

VIRTUS:
- You registered
- Your account was activated

ESR
- You can login in to the Portal for your background check
- Email giving you the pin # you will need

Let’s get started!
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

Open the internet with one of the approved browsers (Google Chrome) and go to www.virtus.org.
This is the 1st screen you should see.

**STEP 1:**

If you have never done VIRTUS before, click here. One is for English “First Time Registrant” and one for Spanish “Espanol: Acceso o inscripcion”

If you have done VIRTUS previously STOP and talk to your local coordinator! [List]

If you registered in Spanish, these screens will appear in Spanish, but remember the ESR program is not in Spanish ONLY English.
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

Use the down arrow to select the Davenport, IA (Diocese) then click Select

If you select “Yes” you should stop and contact your local coordinator, otherwise you will duplicate information.

Both of these areas are case sensitive. So if you use capital make sure you use it the same way in the future. Write down your user id and password, you will be asked to use it again.

If you are not working or volunteering in the Diocese of Davenport, please contact your local Diocese to receive the proper requirements or please click here to select your diocesan/organization location.
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST
Please provide the information requested below

Please enter your name as it appears on your driver’s license, passport or other government-issued ID, and we need your full, legal name.

You will need to fill in all the areas with *. If you have an alias “maiden” name please let it in the Background Check Information.
Potential Employees NOT working with minors and vulnerable adults
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Use the drop down arrow you find the location where your work or volunteer at the parish and or school.

Please select the primary location where you work or volunteer.

Please select at least one primary role you perform at this location

- Candidate for ordination
  Seminarians, Candidates for the Seminary, and Candidates for the Diaconate

- Deacon
  Men who have been ordained to the Order of Deacon and serve in that capacity within the Diocese of Davenport.
  This includes Deacons who are retired.

- Educator
  School teachers and substitute teachers in the Catholic Schools of the Diocese of Davenport who are licensed by the Iowa Board of Educational Examiners. This Role is NOT for Catechists in Parish Religious Education Programs. They should use the volunteer role. Ex. contracted teachers, principals, and administrators.

- Employee (Diocesan/Eparchial)
  All paid persons for their work they do for their parish or school such as parish ministers, school support staff, coaches, rectory personnel, etc.

- Employee (Parish/Parochial)
  All paid persons for their work they do for their parish or school such as parish ministers, school support staff, coaches, rectory personnel, etc.

- Volunteer
  ALL volunteers (non-paid) who assist the parish/school including school coaches (if a coach is also a catholic school teacher they need to select Educator), catechists, school and parish volunteer, chaplains, scouts, camp leader, eucharistic minister, faith formation teacher, student teacher, parent, etc.

Please select any additional roles you perform at this location

- Business Mgr/BookKeeper/Finances/Lay Director/Check Signer
  A person whose job is to keep the financial records, check signer, have the ability to sign a check and handle monies.
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

- **Chaperone - Overnight Functions**
  - Any overnight trip for diocesan programs involving minors or vulnerable adults, ex: NCYC or scouting trips chartered by the school or parish.

- **Host Parent**
  - A person that has agreed to provide shelter and cultural experience for a International Student attending one of the Catholic Schools.

- **MFF Participant (Spanish)**
  - A person that is part of the Ministry Formation Program in Spanish.

- **Minor**
  - Working or volunteering with children and/or vulnerable adults. Under the age of 18.

- **Other-Do NOT count in Audit #s**
  - This is for a person that is required to do our program but we don't report them on the annual Stonebridge Audit. Ex: SAU employees and volunteers or AEA Employees, Public School Peace Educators.

- **Parent**

- **Principal/Asst Principal**
  - An educator who serves not only as the educational leader but also as the spiritual exemplar of the school. Emphasizing qualities of excellence, commitment, creativity, and innovation in all school endeavors, the principal guides a community committed to the development of the whole child.

- **Safe Environment Local Designee**
  - A person in charge at the parish/school level that monitors the VIRTUS program for USCCB and Diocesan compliance.

- **Special Needs - Supervised**
  - This person is employed or volunteer but is supervised at all times. Due to circumstances they are not required to do video training or background check.

- **Works with money**
  - Anyone working with money as an employee or volunteer.

If you might work with money please select that option.

Please enter your title as “Potential Employee”.

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

**Title or Position of Service:**

Continue

For each role, please indicate the date you began or will begin service

If you are unsure of the exact date, please estimate to the best of your ability

**Davenport - Webinar Training Only**

<table>
<thead>
<tr>
<th>Role</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other-Do NOT count in Audit #s</td>
<td>04/21/2020</td>
</tr>
<tr>
<td>Volunteer</td>
<td>04/21/2020</td>
</tr>
</tbody>
</table>

Continue
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

You have chosen following locations and roles:

Please make sure the place you are applying to is listed here.

Are you associated with any other locations?

If you work or volunteer at another location you will select “yes” here and then it will ask you your roles at that location and so on.

If you are a licensed school teacher with the State of Iowa you will see this additional question.

Are you licensed by the Iowa Board of Educational Examiners?

If you are an Employee in the Diocese of Davenport (IA), with a parish, Catholic school, or other diocesan entity or are you applying for employment in the Diocese of Davenport?

Volunteer

You will need to select one of these areas if it applies. Some roles require “credit checks”. This is where we get that information.

This might say “Employee” depends on how you answered the previous questions.
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

Do you interact with, work with or come into contact with minors of the Diocese of Davenport?
- Yes
- No

Please answer NO.

Do you interact with, work with or come into contact with vulnerable adults of the Diocese of Davenport?
- Yes
- No

Please answer NO.

Are you a minor (under the age of 18)?
- Yes
- No

If you answer yes, you will do the Healthy Relationships For Teens Module.

Do you chaperone overnight events?
- Yes
- No

Continue

Diocese of Davenport
Policies Relating to Sexuality and Personal Behavior

Download the Safe Environment Policy - English
Download the Safe Environment Policy - Spanish
Download the Safe Environment Policy - Vietnamese

Safe Environment Program Acknowledgment Form

The Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport requires that all clergy, all employees, and all volunteers who have regular unsupervised contact with children, understand and agree to comply with its terms. The Policies Relating to Sexuality and Personal Behavior Policy applies to all parish, school, and diocesan entities. This form acknowledges that I have received the Policies Relating to Sexuality and Personal Behavior, either in its online format or in hard copy, revised and published in March of 2016, including:

Agreement to comply with the Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport

Abide by the Code of Ethical Standards for those ministering on behalf of the Church

Undergo an employee or volunteer background check, initiated by the Diocese of Davenport
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

Participate in a VIRTUS® Online session (Protecting God's Children for Adults) and its continuing education components, if I am required by policy to do so.

I understand and agree that my employment and/or volunteer work for the Diocese of Davenport and any diocesan entity is contingent on compliance with the diocesan safe environment policies, procedures and requirements.

I have downloaded and read the Policies Relating to Sexuality and Personal Behavior and agree to the requirements.

You will get this verbiage since you have to do the training video in order to continue. You can use the “go to VIRTUS” link or go to: www.virtus.org for the next step.

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the training session you selected.

After you have completed your training session, your account will be reviewed and activated by your Coordinator.

Click on: Return to VIRTUS Online
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

Step 2: Processing your background and or credit check
You should go back to www.virtus.org, if you are already logged in you will see the following screen, if it is asking for your User ID and Password, that means you are not logged in and will need enter your user id and password again. *Failure to complete all the steps results in “noncompliance”.

You will click on the red verbiage and it will take you to the next step. You will be asked 2 questions, then it will forward you to ESR who is our background and credit check company. It should take about 15 mins or less to complete.
Potential Employees NOT working with minors and vulnerable adults

How to complete registration and complete background and or credit check

You will now be redirected to ESR to conduct your background and or credit check. Please have your Driver’s License and SS# available so you don’t get removed the program.

You have to check each box (3)

Screen you will see when you are rerouted to the ESR our background company.
Potential Employees NOT working with minors and vulnerable adults

How to complete registration and complete background and or credit check

These areas need to be filled out in order to complete and move to the next screen.

Do NOT use the browser back button, if you need to go back click on the green tabs and it will expand or shrink up.

If you live in IL and need a credit check you have to click this box.
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

If you click on View FCRA you will get a popup window to view this. If you click on I acknowledge receipt you will go to the next screen. You have to click the “I acknowledge” or you will not advance. Also click on Method of Communication box. And then the final I acknowledge receipt of all the Rights....
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

I hereby authorize ESR to provide me with any notices, including those required by federal, state or local laws, on behalf of itself or Diocese of Davenport at the mailing address(es) and/or email address(es) I have provided to ESR and/or its client.

This authorization electronically or physically signed by me shall be valid as allowable by law without my further authorization from the date of execution and throughout my engagement with Company. I agree that a copy of this document by fax or other electronic means shall be as valid as the original.

Signed By: Error Trial
Date: 7/15/2020

Notice: your signature is not yet long enough
Clear signature

Signing Instructions
Please use your mouse or finger to sign your name in the box above. Click into the box once using your mouse, then sign into the field by holding down the left click button of your mouse. You can preview your signature and if you don’t like it, clear signature and sign it again.

Signed By: Error Trial
Date: 7/15/2020

You will use your mouse to write your name. Doesn’t have to be perfect, but make sure it fills the box so it doesn’t give you an error. It has to be a certain length.

You can view and print documents. If you do this you will get a pop up screen (Next picture), this does not mean you are done. You have to click on the continue button.

In order to complete and click on the continue button you have to go to the top and click on your internet browser tab. (See next page.)
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check
You might see a screen like this also

This does not mean you are done, you have to click back on the ESR tab in your internet browser.
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

This is a saving screen, don’t X out of this.
Potential Employees NOT working with minors and vulnerable adults

How to complete registration and complete background and or credit check

**Step 2 - Tell Us About Yourself**

Instructions:
- Please enter your first, middle and last names exactly as they appear on your driver’s license, birth certificate or other government issue ID.
- Include any related prefix or article found at the beginning of your last name such as De, Da, Di, Von, Van or Le, La, Du, Des, Del, De La, Van Der.
- Also include any generational suffixes at the end of your name such as Jr, Sr, I, II, III.
- Click for examples.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name</td>
<td>I do not have a middle name</td>
</tr>
<tr>
<td>Last Name</td>
<td>Trainings</td>
</tr>
</tbody>
</table>

Email Address: Note: ESR will provide a free copy of this background check to the email address below: trujillo@davenporldioce.org

Daytime Phone: Please provide phone number in the following format: XXX-XXXX-XXXX

Other Phone

Date of Birth

Gender

Current Country of Residence: UNITED STATES

Social Security Number:

Current Country of Residence

Salary Range

Make sure you are inputting your legal name. Each area will advance up as you finish that screen. If you need to change something click on the green bar to expand **DO NOT USE INTERNET BACK BUTTON**

You enter all your information here. SS# is required or you can leave 0’s. *If information is not provided it could prolong the process of your background and or credit check*
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

Please make sure you are entering the right information, if you have errors this will appear in red.
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

When you put in the zip code it lists counties to select from

Enter Previous Residence Address

Please provide your previous residential addresses over the last 7 years. Street addresses are not required for prior addresses. I have an APO/FPO/DPO address.

- Previous Residence

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Move In Date</th>
<th>Move Out Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Country

Zip Code

State

City

County

Street Address

legal name

First Name

Attention

Please enter a previous residential address or click the 'Finished' button.

OK
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

1. Enter your current and previous residence addresses. Make sure your entered addresses appear in black and not red. Save this Address.

2. Enter your employer addresses if applicable. Please enter an employer address or click the 'Finished' button.

3. Finish adding residence addresses.
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

[Image of a form page]

Enter Employer Address
- Address Type
- Date From
- Date To
- Employer Name
- Country
- Zip Code
- State
- City
- County
- Street Address

Is the legal name (First, Middle, Last) used at this address the same as the legal name you currently use at your current legal address? [Yes] [No]
- First Name
- Middle Name
- Last Name

Have other legal names been used at this address? [No]

[Buttons: Clear This Form, Save This Address, Finished Adding Employer Addresses]
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

Addresses

Step 2 - Tell Us About Yourself

Driver's license
Addresses
Submit Form

Attention
Once you leave this page you won’t be able to change or add information. Are you sure you’re ready to move to the next step?

Yes, I am ready to continue to the next page
No, I am not finished with this page

Submit Form

Next Page
Cancel
Potential Employees NOT working with minors and vulnerable adults
How to complete registration and complete background and or credit check

Last Screen you will see, do not close the program till all the pop-ups are done

This is the screen you want to see when you have completed the process. This lets you know that you have successfully completed the process.
If you do not get this screen it is because you backed out or did not complete something. Contact your local parish/school coordinator ASAP.
You cannot be employed or volunteer until all steps are completed successfully.