

## VOLUNTEER BACKGROUND SCREENING

### FAQ'S

- Who is required to complete background screenings?  
All employees, clergy and those volunteers working with minors in our parishes and schools are required to complete background screening. (A minor is considered under the age of 18.)
- What background screening forms are required for a volunteer to complete?  
The volunteer should complete the Screening One Volunteer form.
- How often is a volunteer required to complete the Background Screening process?  
Background screening is completed every five years.
- How do I obtain background screening forms?  
Background screening forms are available at any parish/school. Additionally the forms can be found on the diocesan website <http://www.richmonddiocese.org/safe2.htm>.
- If I am a parish, school or diocesan employee do I need to complete the volunteer screening process?  
No, your employee background screening satisfies this requirement.
- What do I do with the forms once they are completed?  
Return completed forms to your parish or school Background Screening Coordinator.
- When should volunteer background screening be completed?  
Background screening forms must be completed and submitted before an individual begins volunteer service.
- Can my screening be used at another location?  
Yes, screening confirmation can be provided to another Catholic Diocese of Richmond location. It is not the practice of the diocese to release screenings outside of the diocesan entities. Contact the Office of Human Resources at the Pastoral Center for assistance.
- What if I have been screened already through another company or diocese?  
The practice of the Catholic Diocese of Richmond is to screen employees, volunteers and clergy using the screening process per diocesan regulations, other entities screenings are not accepted.
- What if I am a youth volunteer? Do I need to complete the background screening process?  
No, background screening is not completed until the volunteer turns 18. At that time a *ScreeningOne Volunteer* form should be completed and processed.