**Instructions for Returning Volunteer/Employee**

**Returning Individuals are required to reactivate their compliance account by completing the Online Background Check Application.**

***Completed forms/Training in the past?***

**If you’ve completed a CPS Form or VIRTUS Training in the past, you are not required to complete it again. If you are a *returning employee* and you’ve completed Fingerprints, you are not required to complete it again.**

**For further assistance, contact your Child Protection Liaison at the parish/school where you will be providing service.**

**Collect Information Before Starting the Application Online**

* **You will need one of the following:** Driver’s License, State Issued ID, Passport #, Social Security # or ITIN
* **Residence History**: Last **15 years of Address History**
* Family Information Full Legal Names: Spouse information (previous marriages), Children’s Date of Birth (including foster children, stepchildren, adult children, and those not living with you)
* Criminal History Information (i.e., charges/convictions, jurisdiction, approximate date)
* **Employment History**: Last 5 years of Employment History. If you were a student or homemaker, information should be included.

**Ready**

* **Application Type Select: Volunteer**
* **Volunteer Position Title** (**provided from your Child Protection Liaison**)
* **Parish/School Location** **Name:** Select correct Location where you will be volunteering.
* **You will need your Username**

**Ready to Visit Website**

1. **Complete the Online OPCYP Application**

**Visit:**[**https://www.arlingtondiocese.org/child-protection/**](https://www.arlingtondiocese.org/child-protection/)

**Select: Employee or Volunteer**

**Login on the Left-Hand Side (Do not create a new Account)** 

***\*Don’t know Username:* Contact your Child Protection Liaison and request your username.**

***\*Don’t Know Password\*:***

* 1. **Type your username (Contact your LIAISON if you don’t know your username)**
	2. **An automated email will be sent providing a link to reset password**
	3. **Return to the OPCYP application link above (step 1)**
1. **Sign in and complete each section of the application by selecting “edit”.**
2. **After submitting your application, please sign forms on DocuSign**

***\*Recognized Mistakes on DocuSign Need Help-*** [**https://opcypsupport.freshdesk.com/a/solutions/articles/44002374395?lang=en**](https://opcypsupport.freshdesk.com/a/solutions/articles/44002374395?lang=en)

1. **You Liaison will review you signed forms and will “approve” or “decline”.**

**Actions Upon Completion of the Application**

* **DocuSign Email: Sign your compliance forms using DocuSign.**
	+ ***\*Recognized Mistakes on DocuSign Need Help-*** [**https://opcypsupport.freshdesk.com/a/solutions/articles/44002374395?lang=en**](https://opcypsupport.freshdesk.com/a/solutions/articles/44002374395?lang=en)
* **Liaison will Review Forms**
* **Background Check Results post within 2-7 Business Days**
	+ **NCSI (National Center for Safety Initiatives): run the background check screening.**
	+ **After 7 Days: On NCSI may to verify information to continue with the background check Screening.**
	+ **Received an NCSI Verification Email: You have 30 days to respond to NCSI by email or their toll-free number. *Failure to respond will cancel your background check.* You will then need to contact your Liaison for assistance to run another background check with NCSI.**
		- **NCSI Email:** **verification@ncsisafe.com**
		- **NCSI Phone #: 1-866-996-7412**