**Instructions for Returning Volunteer/Employee**

**Returning Individuals are required to reactivate their compliance account by completing the Online Background Check Application. Contact your Child Protection Liaison at the parish/school where you will be providing service.**

**Information you will need to Collect *Before* Starting the Application Online**

* ***You will need your Username***
	+ ***\*Don’t know your username\****
	+ **Send an Email to** **opcypsupport@arlingtondiocese.org**
		- **Email must include: your full name, last 4 digits of social or date of birth, and the name of the location where you will be working or volunteering for.**
* **You will need one of the following:** Driver’s License, State Issued ID, Passport #, Social Security # or ITIN
* **15 Years Residence History**: Must provide address history
* **Family Information:** List full legal names and date of births
	+ Spouse information, previous marriages, children including foster children, stepchildren, adult children, and those not living with you
* **Criminal History Information** (i.e., charges/convictions, jurisdiction, approximate date)
* **5 Years of Employment History**: Provide the last 5 years of Employment History. If you were a student or homemaker, information should be included.

***Ready to Visit the Online Application Website:***

1. **Begin by selecting the link below and Sign In on the left-hand side. Do not create a new account!**

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

1. **Select: Employee or Volunteer as displayed below.**
	1. 
2. **Login on the Left-Hand Side. Do not create a new Account!**
	1. 
3. **Sign in and complete each section of the application by selecting “edit”.**
4. **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. **The Child Protection Liaison at the location you will be providing service will review you signed DocuSign forms and will “approve” or “decline”.**

***What to expect after the Liaison Approving DocuSign?***

* ***National Center for Safety Initiatives (NCSI) Background Check will take place!***
	+ **Contact the Child Protection Liaison for an update on your results and when you may begin working or volunteering.**
	+ **Results are posted and provided to the Liaison within 2-7 Business Days.**
* ***Did you receive an NCSI Identity Verification Email?***
	+ - **NCSI on occasion may need to verify additional information to successfully run a background check.**
		- **You have 30 days to respond to NCSI by email or their toll-free number.**
		- **NCSI Email:** **verification@ncsisafe.com**
		- **NCSI Phone #: 1-866-996-7412**
* ***Previous Compliance Items Completed will not be required to reactivate your account!***

**VIRTUS Training**

* + - **You will not need to retake VIRTUS training.**
		- **Transfer VIRTUS training from another Diocese to the Diocese of Arlington:**
			* **Contact the VIRTUS help desk via phone at (888) 847-8870 or email**[**helpdesk@virtus.org**](http://helpdesk@virtus.org/)**to request that your account be transferred.**

**Central Registry Form (CPS Form)**

* **You will not be required to resubmit another CPS form.**

**Employee Fingerprint Check**

* + **You will not be required to resubmit another Employee Fingerprint.**