



**DIOCESE OF GAYLORD**  
**EMPLOYEE & VOLUNTEER CRIMINAL BACKGROUND CHECK**  
**AUTHORIZATION & RELEASE FORM**  
*(Please be sure to print very clearly)*

**Parish or School:** \_\_\_\_\_  
(Parish/School) (City) Position Title

As a church, we all value the safety of children in our care as well as the employees and volunteers and those whom we serve. In a continuing effort to protect our human and material resources, the Diocese of Gaylord requires a criminal history background check and/or driving record check for all employees and volunteers who regularly work with minors, shut-ins or money counters. As part of our safe environment program, it is necessary for you to complete this form and authorization. *Please note: This information is being requested only for purposes of identification in obtaining accurate retrieval of records.*

**Information: REQUIRED: Please present a copy of your driver's license to parish/school staff for verification of legal name)**

**LEGAL** Name (First, Middle, Last): \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Known by any other name(s) **(maiden or aliases)**: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Race:**  White  Black  Asian/Pacific Islander  Unknown/Other  American Indian/Alaska Native  
**Sex:**  Female  Male

Does this position require regular contact with children/Youth (under 18 years of age)?  Yes  No

**Employee:**  Parish  School **Estimated service hours with children per month:** \_\_\_\_\_  
**Volunteer:**  Parish  School

**DIOCESAN POLICY** \*All Parish Employees & School or Parish Volunteers who are expected to have regular contact with minors less than eight (8) hours each month, or extended hours intermittently, plus Homebound Ministers and money counters, only need to complete this form and do NOT need a fingerprint report.  
 \* **ALL** School Employees & Volunteers who are expected to have regular contact with minors eight (8) or more hours each month are required to obtain a fingerprint report in addition to an ICHAT.

Sent for fingerprinting:  Yes  No

SE: School Employee Date to begin serving: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 SV: School Volunteer Requesting from another entity: \_\_\_\_\_

**Verification:**

I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.  
 I have been convicted of, or pled guilty or nolo contendere (no contest) to the following crimes: \_\_\_\_\_

**Authorization (Please read prior to signing)**

I understand that investigative inquiries on my criminal and/or driving background are to be made on me to assess whether any reason exists that would suggest that I not be accepted for the position. These inquiries will be made according to policies of the Diocese of Gaylord and may be repeated at the discretion of the Diocese. I will authorize any individual, company, firm, corporation or public agency to divulge any and all of the above-mentioned information, verbal or written, pertaining to me, to the Diocese of Gaylord, or its agents. Further, I will allow a photocopy of this authorization to be as valid as the original purposes of conducting the necessary investigation.

I understand that upon request I am entitled to receive a copy of the investigative report and may dispute the accuracy of the report within sixty (60) days after its receipt. I further understand that my employment, service and access to minors or other vulnerable persons prior to completion of the background check may be restricted by the Requesting Entity. I further understand that the Requesting Entity may take adverse action regarding my employment or volunteer service after procurement of the above-mentioned information and report and I hereby release the Requesting Entity, Diocese of Gaylord and its agents officials, representatives or assigns from any and all liability or damages of whatever kind, which may, at any time, result to me, my heirs, family or associates because of the information procured in compliance with this Authorization and Request to Release. I understand the information received will be kept confidential and will be used only to determine my suitability to be employed or volunteer for the above-noted position.

\_\_\_\_\_  
 (Signature of Employee/Volunteer) **Date:** \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Pastor/Principal/Supervisor) **Date:** \_\_\_\_\_

**CRIMINAL BACKGROUND CHECKS & VIRTUS  
REQUIREMENTS FOR SCHOOLS AND PARISHES**

**FINGERPRINTS, ICHATS, & VIRTUS:**

All School Employees

All School Volunteers who are expected to have regular contact with minors eight (8) or more hours each month

**ICHATS & VIRTUS ONLY:**

All School Volunteers who are expected to have regular contact with minors less than eight (8) hours each month, or for extended hours intermittently

All Parish Employees

All Parish Volunteers who are expected to have regular contact with minors each month, or for extended hours intermittently

All certified catechists and those seeking certification

All Homebound Ministers

**ICHATS ONLY:**

Parish Volunteer Money Counters

**NOTHING REQUIRED:**

Other Parish Ministerial Volunteers (for example, Eucharistic Ministers, ushers, altar servers, lectors, greeters, sacristans, choir, musicians, parish council members, finance council members)

---

**TO DO VIRTUS ON LINE PROGRAM:**

Go to the diocesan website ([www.dioceseofgaylord.org](http://www.dioceseofgaylord.org))

Go to "Offices & Ministries"

Select "Human Resources"

Go to second heading "Virtus"

Under that paragraph you'll see a line that says:

"To take your Virtus Training, click [here](#)."

Click on that link and it will take you into the Virtus training. You will need to create your own log in, but since you are doing it from the Diocesan website, all the Diocese information will be there automatically.

When you have completed the training session, print out your *Certificate*. Please give a copy to your school/parish.