



Basic Questions

How is this procedure different from what we've been doing before?

Up until now, volunteers and employees were required to be fingerprinted every five years. Volunteers will not have to be fingerprinted, but they will have to do a background check with SELECTION.COM® from within their VIRTUS account.

Who?

As of 1/1/2014	Online Background Check	Fingerprints
Volunteers	✓	
Teachers, and School Staff	✓	✓

Where?

Background Checks	On-line within your VIRTUS account.
Fingerprints	One of several locations (see below)

Fingerprint Locations

You can go to the offices of SELECTION.COM®

in Glendale:	155 Tri County Pkwy Cincinnati, OH 45246 513-522-8764	Monday- Friday: 8AM-5PM
or the Middletown location at:	1707 Runway Drive Middletown, OH 45042 513-422-5867	Monday- Friday: 8AM-4PM



Alternatively, with a minimum number of applicants, you may schedule a mobile fingerprinting unit to come to your location. To schedule a mobile fingerprint appointment, please contact Jodi Allen at SELECTION.COM® by e-mail at jallen@selection.com or by telephone at **(513) 522-8764 (Ext. 3026)**.

We ask that you have a minimum of twelve (12) people in order to schedule the mobile unit for your location and you are encouraged to coordinate with other local parishes or schools in order to meet the minimum requirement.

For a calendar of our mobile fingerprinting unit, go to: <http://selection.com/calendar/>.

How much?

The on-line background check is \$25.

The cost of BCII fingerprint checks will be \$30.

FBI fingerprints will be \$32 for people who have lived outside the state of Ohio in the last 5 years.

Please note: **Fastrax® Tokens are ONLY valid for the on-line background checks, and will NOT WORK for fingerprinting.**

Payment for the BCII and FBI checks must be made by cash, or check.



PAYMENTS: CREDIT CARDS AND TOKENS

How will volunteers or employees pay for the background check?

Volunteers or employees can pay for the on-line background check through personal credit / debit card / PayPal for payment at the time of service, or they can use a Fastrax® Token- which will be pre-paid by the parish or school. (Fastrax® Tokens will not cover the cost of fingerprinting.)

If a parish/school decides to cover the cost of the on-line background check, how can we avoid having to reimburse our volunteers?

Parishes and schools will be able to purchase "Fastrax® Tokens" to cover the cost of the on-line background checks for volunteers. (Fastrax® Tokens will not cover the cost of fingerprinting.)

Will it be up to every parish to either reimburse volunteers/teachers/staff etc. for their out of pocket expense or decide that volunteers/teachers/staff etc. be responsible for the \$25.00 cost? The pre-pay option will be available to every parish, school or location. This will protect the parish from potential abuse, and make it easier for their volunteers as well.

How will a parish or school get tokens to give out to volunteers?

A parish or school can pre-purchase volunteer Fastrax® Tokens from SELECTION.COM®. Please contact Stephanie Whalen at (513) 522-8764 (Ext. 3020) or at swhalen@selection.com. Let her know how many tokens you want to purchase and she will issue you an invoice.

Payments can be made by check or ACH to:

SELECTION.COM®
Attn: Stephanie Whalen
155 Tri-County Parkway, Suite 150
Cincinnati, OH 45246

Once you purchase a set of tokens (in any quantity), we'll contact you and setup an on-line account where you can review which tokens have been used and which are still active.



What will the tokens look like?

The Fastrax® Token will be a series of letters and numbers, much like a “coupon code” used in a shopping cart at an on-line retailer.

How can safe environment coordinators distribute the Fastrax® Tokens?

Once a parish or school has purchased Fastrax® Tokens, the safe environment coordinator can email the tokens to volunteers or print them and hand them out. Tokens can also be given out in batches to coaches, teachers, etc.

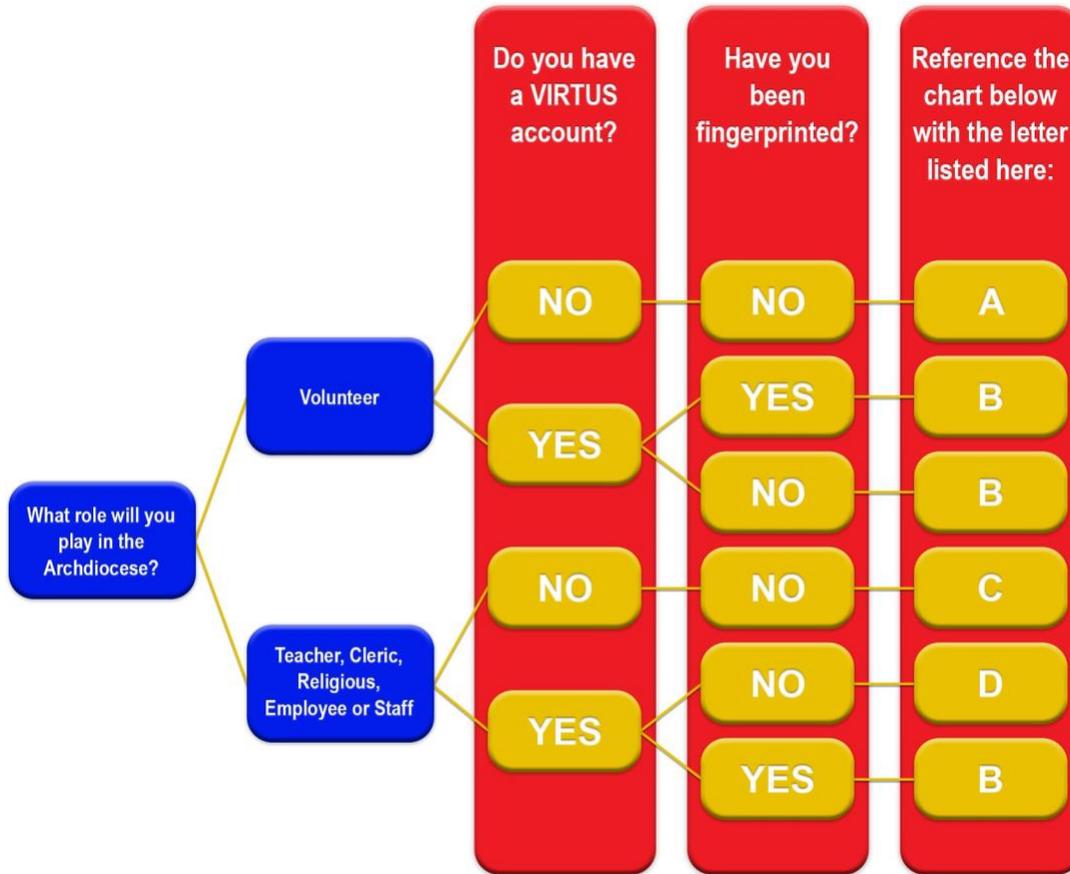
What will prevent a volunteer from giving their Fastrax® Token to other volunteers?

The Fastrax® Tokens are each unique and cannot be re-used. Once someone uses a token, that token will not be active and cannot be re-used.

How will the parish/school know if the Fastrax® Token has been used? Or how many are active? Parish or school representatives who purchase Fastrax® Tokens will be given an account which will allow them to manage tokens, see which have been activated and which are still available. Unused tokens will be able to be re-assigned if they are not used by the volunteer to whom they were given.



Please follow the chart below to determine fingerprinting and/or on-line background check requirements.



A	Create a VIRTUS and complete an on-line background check. Volunteers are NOT required to be fingerprinted.
B	Your local safe environment coordinator will be able to show you where to go in VIRTUS to complete an on-line background check.
C	Create a VIRTUS account, complete the background check on-line, and get fingerprinted at SELECTION.COM. A completed B4 Form is required.
D	Log into your VIRTUS account, complete the background check on-line, and get fingerprinted at SELECTION.COM. A completed B4 Form is required.

FINGERPRINT: Find times, dates and locations at <http://selection.com/archdiocese/>