

Dear St. Theresa School Parents,

Anyone volunteering or working alongside of the children must be VIRTUS certified.

There are five forms that must be returned to Connie Gilligan, Parish Child Safety Coordinator.

On two of the forms the diocese asks you to mail the Policy Acknowledgement and Questionnaire directly to them. Please ***do not*** mail these forms because in the past the diocese has lost them and Connie has no way of tracking them.

All paperwork must be processed and cleared by the Diocese prior to working with the children. Please note:

- Please use black ink.
- **Please answer questions in full (i.e. full middle name) or write n/a if not applicable.**
- Virginia Department of Social Services/Child Protection Services form must be double sided and signed on the back in front of a Notary Public. This service can be provided by Connie. **Please note: The Office of Background Investigations will not accept forms that have been altered in any fashion.** *Any form that contains strikeouts, correction tape or "white-out" will be returned.*
- All fees will be paid by the St. Theresa School. No cashier's checks are required.
- In addition to these forms, attendance at a Virtus Session: Protecting God's Children, is also required. You can go on-line to www.virtus.org to register and select a time convenient for you. The required VIRTUS training must be completed within 45 days from the date you turned in your paperwork.

If you have any questions concerning the background check requirements, please contact Connie at 703-729-3714.

Please return completed packets to Connie Gilligan. Partial paperwork cannot be submitted to the diocese. Your paperwork should include:

- **Diocese Background Check Authorization Waiver**
- **Virginia Social Services/Child Protection Services form (double-sided and notarized)**
- **Questionnaire**
- **Signed Policy Acknowledgment (page 23 only)**
- **Signed Code of Conduct form (last page only)**

Below is the link to all the forms listed above:

<https://www.arlingtondiocese.org/Child-Protection/Background-Check/Volunteers/>