

Office of Safe Environment and Victim Assistance (OSEVA)

Volunteer Application & Background Check Instructions

The *Office of Safe Environment and Victim Assistance (OSEVA)* would like to welcome you as a new volunteer to the Diocese of Arlington. The Diocese requires that all volunteers with substantial contact with minors, prior to beginning their volunteer service, complete the OPCYP Background Check Application. Your continued volunteer service is conditioned upon completing the application, passing all background checks, and completing the safe environment training within 45 days of your application. The application process is electronic and should take you approximately 25 minutes to complete.

To assist you and ensure this is a quick process, please use the checklist under “**Information Needed**” to gather the following information prior to beginning the application process. Should you need to delay or stop the application process, you may save your information and return it at a later date and time.

STOP! COLLECT THE FOLLOWING INFO PRIOR TO BEGINNING

Information Needed to complete the Online Application

Use Legal Name

Social Security or ITIN Number if you have one

Email Address

Application Type Select: Volunteer

Volunteer Position Title (provided from the Business Manager/Liaison or Principal) Volunteer (General)

Parish/School Location of Employment All Saints School

Driver's License or State Issued ID

Residence Information: Last 15 years of Address History

Family Information for CPS: Children's Full Legal Name & Date of Birth (including foster children, stepchildren, adult children, and those not living with you regardless of age)

Criminal History Information (i.e., charges/convictions, jurisdiction, approximate date)

Employment History for the last 5 years (If you have worked for the same company for the past five years, provide at least one other employer if possible. If you were a student, provide the school information)

CONTINUE

Instructions to Complete the Application

Step 1: Use the following URL to log into the OSEVA Background Check Application site:

https://secure4.arlingtondiocese.org/OPCYP_Application/Volunteer_Home.aspx

New User: If you are new, select “Create Your Account Today”

CREATE YOUR ACCOUNT TODAY

Returning User: If you have previously completed background check forms for the Diocese of Arlington, sign in on the left-hand side. Provide your username and password. If you don't know your username, contact your child protection liaison for further instruction.

Sign In

Username

Password

☐ Keep me signed in

SIGN IN

[I don't know
my username or password](#)

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ERROR MESSAGE: SSN/ITIN IS ALREADY IN USE

If the SSN/ITIN number is already in the diocesan database, the following error message displays. Contact <https://OPCYPsupport.freshdesk.com> for assistance.



The SSN you entered is already in use. Please contact OPCYP for further assistance.

Step 3: Complete each section of the online background check application. Provide the information requested in each field. Fields with an * are required fields.

- ❖ **Applicant Information**
- ❖ **Personal Information**
- ❖ **Criminal Information**
- ❖ **Employment/Volunteer History**

Step 4: Submit your Application.

Step 5: Select Sign Documents.

Step 6: Go to your email and open the DocuSign automated email. You will receive an email notification regarding legal documents you need to sign within 48 hours.

Step 6: Review each Diocesan Form carefully.

- ❖ If you find errors, decline to sign the forms, return to the application and log back into your account. Select “edit” to make the needed changes, and then resubmit your application. The DocuSign email will recreate your forms for signature.

Step 7: Provide your electronic Signature on the forms. When finished, click Finish.

- ❖ If you wish to save your completed forms, click the Download button



- ❖ If you wish to print your completed forms, click the Print button.



Step 8: DocuSign will send your signed forms to your Liaison for their review and approval.

The Liaison will approve or decline

1. If approved: the background check will take place.
2. If declined, you will receive instructions in an email from the liaison on what and how to correct the issue.
3. Log back into your online background check application, return to the application and log back into your account. Select “edit” to make the needed changes, and then resubmit your application. The DocuSign email will recreate your forms for signature. Check email to electronically sign forms on DocuSign.

STOP! PLEASE READ INSTRUCTIONS BEFORE CONTINUING

Review of Forms Process

The information that was collected during the application process has now been loaded into the Diocesan and State of Virginia forms. Please,

- Review the forms for accuracy
- Provide your electronic signature authorizing the Diocese to process the forms
- Provide your electronic signature that states that you have received or read the documents
- Complete the process by clicking finish once you have reviewed and signed the documents
- Print or save an electronic copy of the full Child Protection Policy and Code of Conduct for your information.

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Next Steps

Now that you have completed the application process, this is what you should expect:

- The OSEVA Liaison will be reviewing your paperwork to ensure all the information has been correctly entered. If there is a question or an issue with your paperwork an email will be sent with instructions explaining the issue(s) and the next steps.
- Once your application is approved by the liaison, you will receive a confirmation email stating that your application has been approved and ask you to sign up for a Virtus session by clicking the link below the message.
- Choose a Virtus session to attend. You will only receive a listing of those available within 45-days of your application submission. The Diocese of Arlington requires you to complete the training within 45-days beginning with the approval of your application. **This is the only method to register for a Virtus session – the Virtus website no long hosts our schedule, and you will find it blank.**
- The OPCYP Liaison will be contacting you shortly to invite you to meet and sign the CPS form at your location. Please work with them to set-up a mutual time to complete the process. **Nota Bene: The CPS form is not required to be notarized, and CPS does not accept electronic signatures.**
- Please keep your Username and Password in a safe place. It is the key to access your OPCYP portal.

Nota Bene

The Diocese of Arlington is committed to ensuring the privacy and security of your information. It does not sell or share its information with outside vendors. To this end, regular electronic audits are conducted on our systems to provide you with the utmost confidence that your information is being securely stored and used appropriately.

Welcome to the Diocese of Arlington!

Thank you for your cooperation in this process. The Diocese not only desires to protect our youth but also your reputation and ministry. Thank you for your service.