

## Sacred Heart Church – Mount Holly, NJ

### *Diocese of Trenton Safe Environment Program for Volunteers – 2016-2017*

**Background:** In 2005, The United States Conference of Catholic Bishops created a document called the *Charter for the Protection of Children and Young People*. The purpose of this document was to set forth standards, practices and procedures which must be put in place to create safe environments for our children in our parishes and schools. As a result of the publication of this document, dioceses across the country began to implement safe environment programs, the goal of which was the protection and well-being of our children.

The Diocese of Trenton is committed to aligning its standards and practices with this Charter, and to this end, has set the following requirements in place for volunteers and employees who work with our youth.

These are the two processes required by our Diocese for volunteers working with children:

**\*Please note that the following must be completed as soon as possible or at the latest by the end of the first 6 months of volunteering\***

**VIRTUS Training:** This is a workshop which addresses the issues of abuse prevention. This year, VIRTUS will be held at the following dates and times at Sacred Heart. All VIRTUS workshops are held in the Sacred Heart library and are facilitated by our Pastoral Administrator, Mrs. Marge McGinley.

Tuesday, September 13<sup>th</sup> at 9:00 am

Thursday, September 15<sup>th</sup> at 6:30 pm

Thursday, October 6<sup>th</sup> at 6:30 pm

Thursday, February 23<sup>rd</sup> at 6:30 pm

Monday, March 6<sup>th</sup> at 6:30 pm

\*To register for any of the above dates, please call Merry Marcellino at 609-267-0209, ext. 305.

VIRTUS workshops are held regularly throughout the Diocese. If you cannot attend any of the dates above, you can check the Diocesan-wide VIRTUS schedule to find a workshop which is most convenient for you. To access this information, go to [https://www.virtusonline.org/virtus/reg\\_list.cfm?theme=0](https://www.virtusonline.org/virtus/reg_list.cfm?theme=0) and in the drop-down box, choose “Trenton, NJ (Diocese),” then click ‘Select.’

**Background Check:** This is done through a fingerprinting process. Fingerprinting appointments can be made according to your schedule. To schedule an appointment, go to <https://nj.ibtfingerprint.com/> and on the left side of the screen, click ‘Start Here.’ You will need a parish form in order to register for your appointment, which can be found on the next page.

**\*\*Note\*\*:** Many of our volunteers are in professions which require similar background checks (teachers, police officers, nurses, etc.). The Diocese requires that even people who have had background checks from other organizations must go through the Diocesan fingerprinting process. The reason for this is because each organization specifies the “flags” used for the background check, according to the specific purpose and needs of the organization.



# New Jersey Universal Fingerprint Form

[www.bioapplicant.com/nj](http://www.bioapplicant.com/nj)

(1) Originating Agency Number (ORI #) <b>NJ920610Z</b>		(2) Category <b>YSB</b>	(3) Statute Number <b>15A:3A-1</b>		
(4) Reason for Fingerprinting <b>YOUTH SERVING ORGANIZATION VOLUNTEER</b>			(5) Document Type <b>VB1</b>	(6) Payment Information <b>\$24.20</b>	
(7) Contributor's Case # (Unique Identifier) <b>TRE 050</b>			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number ( ) -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City	State	Zip	
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both		(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> A Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> B Black <input type="checkbox"/> I American Indian / Alaska Native <input type="checkbox"/> W White ( Includes Hispanic/ Spanish Origin) <input type="checkbox"/> U Unknown	
(25) Occupation / Position (with respect to Requirement) <b>VOLUNTEER</b>		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address		State	Zip
		City			

**Identification Requirement** - Acceptable Identification must be presented at the time of printing. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).

**Please READ This Form Carefully:**

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG\_NJAPP\_020115\_V2, at your scheduled appointment.

**Appointment Scheduling:**

Scheduling is available anytime at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

**Payment:**

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

**Cancel/ Reschedule:**

Appointments may be canceled or rescheduled via the website or the call center **before the deadline of 5PM EST** the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 plus tax (\$10.70) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**Unable to be Fingerprinted:**

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG\_NJAPP\_020115\_V2, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 plus tax (\$10.70) appointment fee. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**PCN and Receipts:**

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

**APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM**