



Diocese of Trenton

Office of Child and Youth Protection

Online Background Check Policies and Procedures

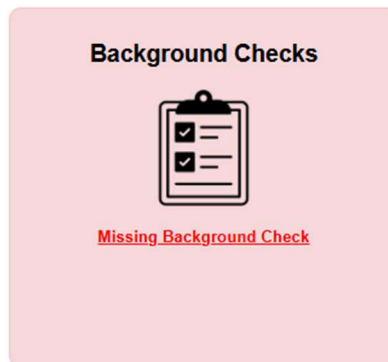
As of Fall 2025 the Diocese of Trenton Background Check Policy requires:

1. Everyone must have a fingerprint-based background check documented in their VIRTUS account.
2. Within 90 days, a new person must also perform an online background check (aka Selection.com). Then every 4 years the online background check must be renewed.
3. All existing people must have both a fingerprint-based background check followed by an online background check no later than June 30, 2026.

Why the shortened time between fingerprinting and Selection? A fingerprint-based background check is backward-facing in that it looks from the date of fingerprinting back to the person's 18th birthday. Selection.com is more "forward-facing" in that it offers quarterly monitoring. With the prior policy there was a 4-year gap where something could happen in a person's criminal history between the time they were fingerprinted and the time they were checked again. We were putting ourselves (and youth) in jeopardy. The new policy closes the gap. Once a person does Selection, it must be renewed every 4 years.

Online Background Check Process

A person logs into their VIRTUS (virtusonline.org) account and clicks on the Background Check tile.



The person will then need to click on the **"Begin your Selection.com Background Check"** link.


BACKGROUND SCREENING

[Begin your Selection.com Background Check](#)

You will be directed to the Fastrax website to complete your background check.

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Then the person needs to click on the **Enter Background Check Info** button.



The Diocese of Trenton welcomes you!

Protecting the children under the care of the Diocese of Trenton is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clerics, employees and volunteers of the Diocese, but also members of religious orders and employees of other institutions that operate within the boundaries of the Diocese.


Everyone has a right to expect that we do everything possible to protect our children. Your participation in doing a background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.



Your Information
Primary location: Holy Eucharist Church

[Enter Background Check Info](#)

The person must click on the **I Agree** button to continue.



Disclosure Release Sign Authorization Enter Contact Info Review Complete

! If you are not **Daniel Boris** or if your name is misspelled please [notify the requestor](#).

FAIR CREDIT REPORTING ACT BACKGROUND CHECK DISCLOSURE

In connection with your employment application (including contract or volunteer services), the prospective Employer ("The Employer") may seek background information about you from a Consumer Reporting Agency. This information will be in the form of Consumer Reports as defined by the federal Fair Credit Reporting Act.

Consumer Reports are a compilation of information that are expected to be used to evaluate you for employment eligibility or evaluate for promotion, reassignment, and retention as an employee (including contract or volunteer services). These reports may contain information about your character, general reputation, personal characteristics, and mode of living. Consumer Reports may also include criminal records, education verifications, employment history, workers' compensation, credentials, drug testing results, and driving records, among other resources.

SELECTION.COM® or another Consumer Reporting Agency will compile and assemble the reports for the Employer.

A summary of your rights under the federal Fair Credit Reporting Act (FCRA) is being provided to you with this disclosure.

[I Agree](#)

Then the person must click the check box acknowledging the Fair Credit Reporting Act. (The Diocese of Trenton is not conducting credit checks as part of this background check process.) Then the person must click the **Next** button to continue.

FASTRAX

Disclosure Release **Sign Authorization** Enter Applicant Info Review Complete

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT En Español

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.**

- You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

[Download](#) a copy of this document.

I acknowledge my consumer rights as outlined above.

[Back](#) [Next](#)

Then the person must click the **“I Accept”** checkbox and then click on the **Next** button.

FASTRAX

Disclosure Release **Sign Authorization** Enter Applicant Info Review Complete

AUTHORIZATION TO OBTAIN CONSUMER REPORTS UNDER THE FAIR CREDIT REPORTING ACT En Español

I acknowledge that I have received and read the *Fair Credit Reporting Act Background Check Disclosure, A Summary of Your Rights Under the Fair Credit Reporting Act*, and this authorization. I certify that I understand the documents I have received.

I hereby authorize The Employer or its authorized agents, for employment purposes (including contract or volunteer services), to obtain Consumer Reports after The Employer receives this authorization, including any time during that I may be employed by The Employer.

I hereby authorize law enforcement agencies, public and private schools, federal, state, and local agencies and courts, credit bureaus, information bureaus, current and former employers, financial institutions, licensing agencies, governmental agencies, the military, and other individuals and entities to provide any and all information that is requested by SELECTION.COM®, other consumer reporting agencies, or The Employer.

I understand that any information that I provide in an employment application or that I otherwise disclose during my employment (including contract or volunteer services) may be used to obtain Consumer Reports.

Daniel Boris

By selecting "I Accept" using any device, means, or action, you agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document.

I Accept

[Back](#) [Next](#)

The person then selects their **Current State of Residence** from the drop-down menu.

FASTRAX

Disclosure Release | **Sign Authorization** | Enter Applicant Info | Review | Complete

Please select your current state of residence from the list provided below.

ADDITIONAL STATE DISCLOSURES

Depending on your current state of residence, there may be additional state-specific disclosures that apply to you.

Current state of residence:
(please select)

Back

Selecting **NJ – New Jersey** displays the New Jersey Fair Credit Reporting Act.

Please select your current state of residence from the list provided below.

ADDITIONAL STATE DISCLOSURES

Depending on your current state of residence, there may be additional state-specific disclosures that apply to you.

Current state of residence:
NJ - New Jersey

BACKGROUND CHECK NOTICE

NEW JERSEY: You have the right to submit a request to the consumer reporting agency (e.g., SELECTION.COM®) for a copy of any investigative consumer report the Company requested about you.

Consumer Reporting Agency: SELECTION.COM®
155 Tri-County Parkway, Suite 150, Cincinnati, OH 45246.
Telephone - 800.325.3609 Fax - 888.767.2435

A Summary of Your Rights Under New Jersey's Fair Credit Reporting Act

A Summary of Your Rights
Under New Jersey's Fair Credit Reporting Act

Then the user is directed to the next screen.

Please pay attention that the last field at the top asks for your **Birth Last Name** (not your birthdate). For a married woman this would be your maiden name.

FASTRAX

Disclosure Release | Sign Authorization | **Enter Contact Info** | Review | Complete

Next

PERSONAL IDENTIFICATION

Last Name: Boris | First Name: Daniel | Middle Name: | Birth Last Name: |

Warning: In order to properly process your application, please make sure that your name above matches the name on your driver's license (or other government issued identification). If your name does not match your date of birth and social security number, your application could be delayed.

SSN: | DOB: |

Gender: Unknown | Race: |

ADDRESS

Street No.: | Street Name: | Type: |

Address Line 2: |

Zip: | City: | State: |

PHONE/EMAIL

Please realize that the **Street Number**, **Street Name**, and **Street Type** are 3 different fields. Most people would enter an address with all of that information on one line. Please enter the data as requested.

ADDRESS

Street No. Ex: 1234: 701 | Street Name Ex: Broadway: Lawrenceville | Type Ex: Ave: Rd

After entering all the required information, click on the **Next** button.

The screenshot shows a form with two main sections: 'ADDRESS' and 'PHONE/EMAIL'. The 'ADDRESS' section includes fields for 'Street No.' (with example '1234'), 'Street Name' (with example 'Broadway'), 'Type' (with example 'Ave'), 'Address Line 2' (with example 'Unit No., Route, PO Box, etc.'), 'Zip' (with example 'XXXXX'), 'City', and 'State'. The 'PHONE/EMAIL' section includes an 'Email' field (with example 'abc@xyz.com' and 'dboris8661@aol.com'), 'Phone' (with example '(609) 268-0828'), 'Ext', 'Type' (with example 'Cell'), and a 'Best Time to Reach Applicant' field. Below these sections is a 'NOTES' section with a text area and a 'Next' button at the bottom right.

A screen will appear for the person to review the information they entered.

The screenshot shows the 'Review' step of the FASTRAX process. At the top, there is a progress bar with steps: 'Disclosure Release', 'Sign Authorization', 'Enter Contact Info', 'Review', and 'Complete'. The 'Review' step is currently active. Below the progress bar, there is a 'Back' button. The main content area is titled 'Contact Information' and contains an 'APPLICANT' section with the following details: Daniel Boris, Last Name: Boris, First Name: Daniel, SSN: 555-55-5555, DOB: [redacted], Gender: Male, Race: White. To the right, there is an 'Address' section: 701 Lawrenceville Rd Trenton, NJ 08638, Email: dboris8661@aol.com, Phone: (609) 268-0828, and Phone Type: Cell. Below this is a 'CONTACT NOTICES' section with the heading 'REQUESTING A COPY OF YOUR BACKGROUND CHECK'. The text reads: 'If you would like a copy of your completed report, check the box below and provide your email address. A copy of your report will be sent to you. You may review any reports by calling 800-325-3609 between the hours of 8am - 5pm Eastern Time.' There is a checkbox with the text: 'By checking this box, I request to receive a free copy of any consumer report ordered on me.' A yellow arrow points to this checkbox. At the bottom, there is a 'Back' button and a 'Submit Request' button, which is circled in yellow. A note at the bottom right says: 'Please review your request info before submitting. To make changes use the back buttons on this page.'

Please do not forget to click the **Submit Request** button at the end of the process.

It is optional to check the box to receive a copy of the report. If you check this box, expect to receive a secure email that looks similar to this:

You have received a secure message from secure-verifications@fastraxselect.com

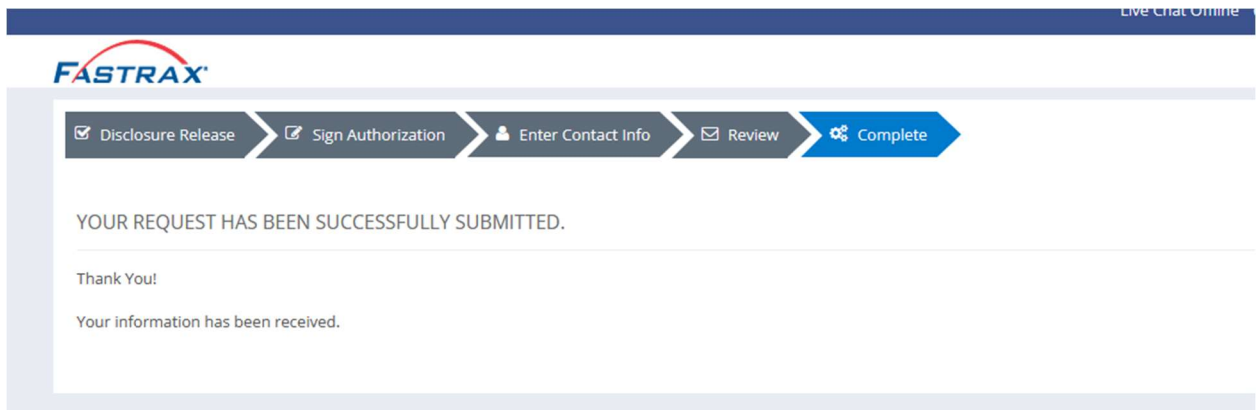
Read your secure message by clicking the link below, the web browser will be launched and prompt you to log in.

[Click this to access the secure message](#)

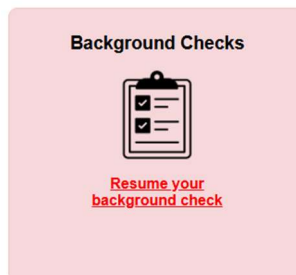
If you have concerns about the validity of this message, contact the sender directly.

[About FortiMail Secure Message Service](#)

A screen with a “Successfully Submitted” message will appear once the **Submit Request** button is clicked.



If you do not see this screen, ensure the Background Check tile states “No Action Needed.” If for some reason the background check was not submitted, the following will appear. You can click this tile, enter back into the Selection system, and submit the background check.



The primary location specified in a person's VIRTUS profile is the location that will receive the invoice for the Selection.com background check. Please do not submit multiple online background checks as there are no refunds for duplicate entries. The online background check status automatically appears in a person's VIRTUS account.

Please contact the Office of Child and Youth Protection at 609-403-7223 or jboris@dioceseoftrenton.org with any questions or concerns.