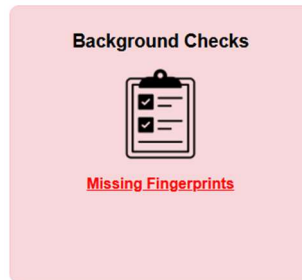




Diocese of Trenton Office of Child and Youth Protection VIRTUS IdentoGO Instructions

Please log into VIRTUS. <https://www.virtusonline.org/>

Click on the red Background Check tile which states “Missing Fingerprints”.



You will be presented with the following screen:

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



If your school requires a NJ Department of Education background check, and you were given a 9 digit code (XX-XXXX-XXX) then [click here](#).

You must complete a Fingerprint Check

[Click here for instructions](#)

Write this number down.
You will need it on page 2 of the fingerprint check form.

Contributor Case Number

***** [Click here to begin your fingerprint check](#) *****

The Fingerprint check form will open in a new tab.

Once you are finished with the fingerprint check, close the tab only. **DO NOT CLOSE THE BROWSER!**

There will be additional steps on this page after you complete the fingerprint check.

Clicking the link ***** [Click here to begin your fingerprint check](#) *****, will direct you to the IdentoGO website.

It is VERY IMPORTANT that you provide the correct CONTRIBUTOR CASE NUMBER.

There is a specific Contributor Case Number assigned to your parish or school. The Contributor Case Number is 6 characters in length with no spaces or hyphens. The

Contributor Case Number starts with TRE followed by 3 digits. (There are no spaces or hyphens between the TRE and the 3 digits.) TRE017 is just an example – do not use this code unless you are from Tabernacle, NJ. The Correct Contributor Case Number should appear based on the location you selected when you created your VIRTUS account. **The Contributor Case Number is how the NJ State Police will know to send the results of the fingerprint-based background check to the Diocese of Trenton Office of Child and Youth Protection.**

If your school provided you with a Department of Education Code which is comprised of a series of numbers which represent County, District, and School, then please follow the Department of Education link denoted by the “click here” at the top of the page. There is a separate process for DOE background checks.

The following screens are specific to Volunteers in the Diocese of Trenton. Volunteers use the code 2F1J3Y **which has been imported to the IdentoGO system so you do not need to enter it.** (Employees would see a different Service Code at the top of the screens: 2F1J2G.)

The screenshot shows a registration form titled "2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed". The form has a progress bar with five steps: "Essential Info" (active), "Additional Info", "Citizenship", "Personal Questions", and "Personal Info". Below the progress bar, there is a note: "Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit." There are two radio buttons: "Name / Method of Contact" (selected) and "UE ID / Date of Birth". A green box contains the following notes: "Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.", "Legal Name must match exactly on all identification documents brought to enrollment.", and "Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment." The form fields include: "Legal Name" with sub-fields for "First Name" (containing 'I'), "Middle Name (or NMN if no middle name)", "Last Name", and "Suffix" (a dropdown menu with "-- Choose One --"); "Date of Birth" with sub-fields for "Date of Birth" and "Confirm Date of Birth" (both with "mm/dd/yyyy" placeholders); "Method of Contact (at least one method is required)" with sub-fields for "Email" and "Confirm Email"; "Country Code" (two dropdown menus, both set to "United States"); "Phone 1" and "Phone 2" (both with "() - - -" placeholders); and "Preferred Method of Contact" (a dropdown menu set to "Email").

This screen is where you enter the very important Contributor Case Number. Leave the Miscellaneous field blank. Click the Next button.

2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed

Essential Info → **Additional Info** → Citizenship → Personal Questions → Personal Info

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Agency Identifiers

* Contributor Case Number

Miscellaneous (if unknown, leave blank)
Only fill out if instructed to by your Agency

[✕ Cancel](#) [← Back](#) [Next →](#)

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The next screen prompts for your Citizenship information. Use the drop-down menus to complete the fields. Click the Next button to continue.

2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed

Essential Info → Additional Info → **Citizenship** → Personal Questions → Personal Info → Address

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth

City of Birth

* Country of Citizenship

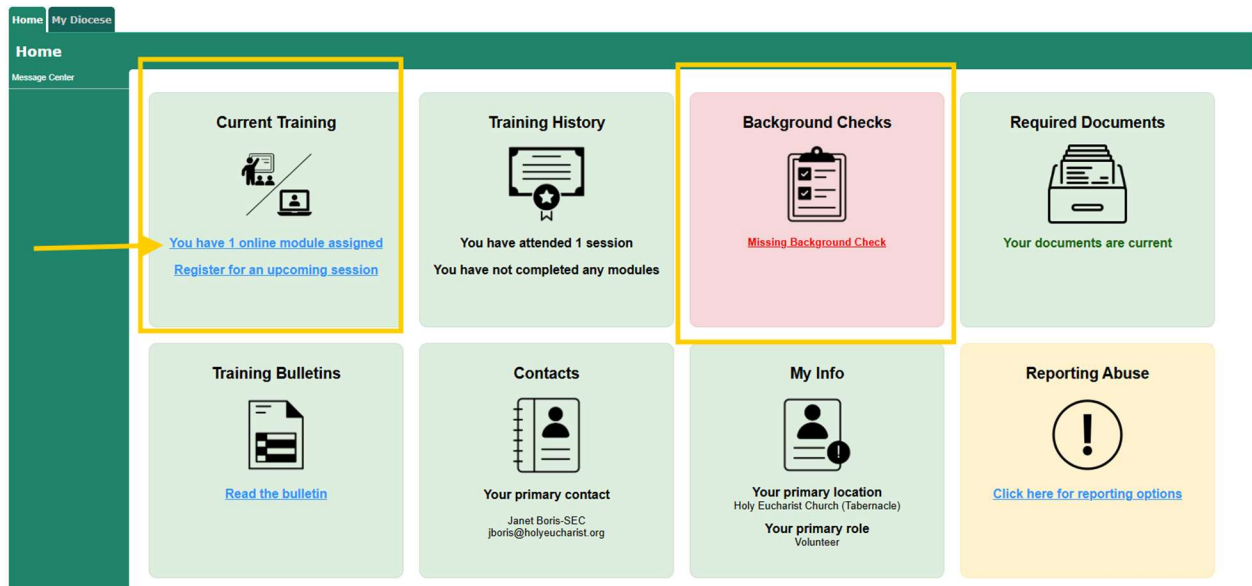
[✕ Cancel](#) [← Back](#) [Next →](#)

Then you will be asked to enter your height, weight, eye color, etc.

Then you are asked to pick a location for your fingerprint appointment.

Please realize that if you pick a location in another state, there are extra fees. Try to schedule the appointment in NJ whenever possible. The system may show there are zero appointments available at your desired location. This is only the number of available appointments in the next 7 days. If you click the location anyway, it will allow you to choose a date further in the future.

After the appointment has been scheduled, close the Identogo window and return back to the VIRTUS home screen, where the Background Check tile will be red and state “Missing Background Check.”



The user needs to click on the Background Check tile to complete the online background check. Separate instructions are available for the online background check process.