



Welcome

DIOCESE OF TRENTON

Office of Child & Youth Protection



DIOCESE OF TRENTON

OFFICE OF CHILD & YOUTH PROTECTION



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To report abuse in N.J. :

**If you suspect a child is in imminent danger from abuse,
please call 911 immediately.**

To report *known* or *suspected* child abuse,

Please contact:

The Division of Child Protection and Permanency (formally DYFS)

24 - hour Child Abuse Hotline:

1-877-652-2873

And, contact your County Prosecutor:

Burlington County (609-265-5491

Mercer County (609) 989-6305

Monmouth County (732) 431-7160

Ocean County (732) 929-2027

For more information:

Diocese of Trenton, OCYP

childprotection@dioceseoftrenton.org

609-403-7170



DIOCESE OF TRENTON CHILD PROTECTION POLICIES FOR ALL WHO WORK OR VOLUNTEER IN OUR PARISHES AND SCHOOLS



The Diocese of Trenton in accordance with the Charter for the Protection of Children and Young People mandate that all who have contact with Children, Young People & Vulnerable Adults comply with the following policies:

Background Checks:

Article 13 of the Charter instructs each Diocese to evaluate the background of all diocesan and parish personnel who have regular contact with minors, youth, and vulnerable adults.

This would include all priests, deacons, and seminarians regardless of contact with children, youth, and vulnerable adults.

This policy also pertains to all religious, employees, volunteers, and third-party vendors who during their work or volunteer activity at any Diocesan entity, having direct or indirect contact with minors or vulnerable adults.

Background checks are required to be renewed every 4th year of employment or volunteer activity except for school personnel that has been cleared by the New Jersey Dept. of Education.

Safe Environment Training:

Article 12 of the Charter instructs each Diocese to maintain "Safe Environment" programs which the Bishop deems to be in accord with Catholic moral principles. The Diocese is to provide education and training for minors, parents, ministers, employees, volunteers, and others in ways to sustain and foster a safe environment for children, young people, and vulnerable adults.

The Diocese of Trenton mandates that all priests, deacons, seminarians, religious, employees, volunteers, Faith Formation students, Catholic School students and third-party vendors must receive Safe Environment training as prescribed by the Charter. The Diocese of Trenton utilizes the following programs:

- VIRTUS, Protecting God's Children for Adults and all re-certification programs
- Loyola Press, growing with God – Grades k-8
- RCL Benziger, Family Life – grades K-8
- Teen Lures – High School & Youth Groups

Safe Environment training for all who are required to complete a background check is required to be recertify that training every 4th year of employment or volunteer activity. This can be done in person or via an online module.

Code of Conduct/Christian Witness Statement

Article 6 of the Charter instructs the Diocese to have well publicized standards of ministerial behavior & appropriate boundaries for all priests, deacons, seminarians, employees, volunteers and third-party vendors. A signed Code of Conduct or A Christian Witness statement must be completed upon onset of ministry or acceptance of contract.

Registration Instructions

Diocese of Trenton

Before completing Protecting God's Children training, all participants **must** first register with VIRTUS Online. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=19396


Or - please register by going to www.virtus.org and click on 'First Time Registrant'.

Select the name of your organization Trenton - Diocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.



Please create a user id and password that you will use to access your account.

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like "james" and "michael" are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Continue

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.
Your password must be at least 8 characters long.

[Important note about selecting password](#)

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last four digits of SSN, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

Please provide the information requested below.

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation: Please select - ▾

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix: Please select if applicable - ▾

Email: * No email

Home Address:

Home Address Conf:

City:

State: Select - ▾

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Last 4 digits of SSN: * No SSN

Date of Birth: * / /

Continue

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)

In this step, DO NOT select the location of your training session - you will pick that later.

We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.

Select - Please select - ▾

Continue

Registration Instructions

Diocese of Trenton

Select the role(s) that you serve within your parish. Please check **all** roles that apply.

Additionally, **enter** your title in the box provided that best describes your role within the Diocese -- i.e., Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

Click **Continue** to proceed.

Please select the primary location where you **work** or **volunteer**:

Please select the primary role(s) you perform within the Diocese:

☐ **Employee (Parish/Pastoral)**
 Includes all roles and positions in pastoral care within the Diocese of Trenton that are not clergy or education. This includes roles as a teacher, counselor, etc.

☐ **Employee (Diocesan/Ecclesial)**
 Only roles employed by the Diocese, not including pastoral care.

☐ **Volunteer**
 Includes all roles, including religious education, pastoral care, and other roles within the Diocese of Trenton, including pastoral care, not including pastoral care.

☐ **Priest**
 Those ordained to the Priesthood.

☐ **Deacon**
 Those ordained as Permanent Deacons in the Diocese of Trenton.

☐ **Candidate for ordination**
 Those who are in the 3-year program of the Diocese in the Permanent Diaconate.

BEFORE SELECTING EDUCATOR

☐ **Do not select Educator if you are not the teacher.**

☐ **Do not select Educator if you are not the teacher.**

☐ **Educator**
 Includes all roles, including religious education, pastoral care, and other roles within the Diocese of Trenton, including pastoral care, not including pastoral care.

Please select any additional roles you perform within the Diocese:

☐ **Catholic Charities**
 All staff and volunteers of Catholic Charities.

☐ **Member of the Society of St. Vincent de Paul**
 This role should be chosen if you are a volunteer belonging to any of the St. Vincent de Paul Societies within the Diocese of Trenton.

☐ **Order Priest**

☐ **Religious Priest**

☐ **Parent**

Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations.
(Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

You have chosen following locations and roles:

All Saints Church (Burlington)
• Volunteer ✓

Are you associated with any other locations?

Yes No

Please answer the questions presented.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

☐ Yes
☐ No

Do you interact with, work with or come into contact with minors of this archdiocese/diocese/religious organization?

☐ Yes
☐ No

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?

☐ Yes
☐ No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

☐ Yes
☐ No

Registration Instructions

Diocese of Trenton


Please acknowledge the Diocese of Trenton's Code of Conduct that "I understand that as an ordained clergy, volunteer or employee working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer or employee with children and/or youth." by clicking the box, adding your electronic signature, and today's date.

Click **Continue** to proceed.

Diocese of Trenton, NJ

Code of Conduct

1 of 1



**Diocese of Trenton
Clergy/Laity
Code of Conduct**

Our children are the most important gift God has entrusted to us. As a volunteer/employee, I promise to strictly follow the rules and guidelines of this Code of Conduct as a condition of my providing service to the children and youth of the Diocese of Trenton.

As ordained clergy or a volunteer/employee during the course of my ministry or employment, I will:

- Treat everyone, including vulnerable adults, those who habitually lack the use of reason, with respect, dignity, courtesy, integrity, courtesy, dignity, and consideration and will conduct myself and live a lifestyle which is in conformance with Catholic teachings.
- Avoid situations, when possible, where I am alone with children and/or youth at Church activities.
- Use positive reinforcement when working with children and/or youth.
- Refuse to personally accept expensive gifts from children and/or youth or their parents.
- Refrain from giving expensive gifts to children and/or youth.
- Refrain from viewing or distributing child pornography.
- Report suspected abuse to the Child Protection Service agency and inform the pastor, administrator, or appropriate supervisor. I understand that failure to report suspected abuse to civil authorities is, according to the law, a disciplinary person offense.
- Cooperate fully in any investigation of abuse of children and/or youth.

As ordained clergy or a volunteer/employee during the course of my ministry or employment, I will also:

- Smoke or use tobacco products in the presence of children and/or youth while performing assigned duties.

[Problems Viewing PDF? Download](#)

☐ I understand that as an ordained clergy, volunteer or employee working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer or employee with children and/or youth.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

If you chose Volunteer as your role, you will be led to answer four questions.

Click **Continue** to proceed.

Are you a registered member of the parish?

YES ☐ NO ☐

If YES, please enter your parish name:

Have you ever been asked to leave a parish/parish?

YES ☐ NO ☐

If YES, please explain:

Have you ever been involved with a parish or a person in any capacity?

YES ☐ NO ☐

If YES, please explain:

Have you ever been accused of or arrested for sexual abuse, sexual harassment, or sexual misconduct?

YES ☐ NO ☐

If YES, please explain:

If you have not attended a VIRTUS Protecting God's Children facilitator-led session, choose NO.

Have you already attended a VIRTUS Protecting God's Children Session?

Registration Instructions

Diocese of Trenton

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children** facilitator-led sessions scheduled for the **Diocese of Trenton**.

When you find the instructor-led session training you wish to attend, click the circle – and then click **Complete Registration**.

(If you chose **YES** during the previous step, you will be presented with a list of all facilitator-led **VIRTUS** sessions conducted in the **Diocese of Trenton**. Choose the session you attended by clicking the downward arrow and highlighting the session – then click **Complete Registration**.)

IF you would like to complete the training by way of an online module – please do not choose a session and speak to your parish or school safe environment coordinator.

Please select the session you wish to attend

☐ A Plan to Protect Re-Certification Session

Where: St. Mary of the Lakes Church (Madford)
When: Thursday, October 28, 2021
10:30 AM
Estimated length of session: 2 hrs
Spaces remaining: 27 of 30
Language: This session will be conducted in English
Notes: Session will be held in the Etness Center located across from the church at 40 Jackson Rd Madford
VIRTUAL SESSION: Yes

☐ Protecting God's Children for Adults

Where: St. Mary of the Lakes Church (Madford)
When: Thursday, October 28, 2021
6:00 PM
Estimated length of session: 2 hrs
Spaces remaining: 22 of 30
Language: This session will be conducted in English
Notes: Session will be held at the Etness Center located at 40 Jackson Rd Madford across from church
VIRTUAL SESSION: Yes

To complete your Fingerprint Check, please click on the screen "Click here to begin your fingerprint check" to be led to **IdentiGO®**.

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

Thank you for registering with VIRTUS Online!

You must complete a Fingerprint Check

[Click here for instructions](#)

Codes

VirtusID: Use code 2F1277
Employee: Use code 2F1277

[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.



Diocese of Trenton – How do I schedule my Fingerprint Appointment?

In order to volunteer or be employed you will need to schedule an appointment with IdentoGo they must follow the following steps.

1. Log into your VIRTUS account.
2. Click on the **RED** background check tile



3. Click on the words – **“MISSING FINGERPRINTS”**
4. You will receive this screen:

You must complete a Fingerprint Check

[Click here for instructions](#)

Codes

Volunteers	Use code 2F1J3Y
Employees	Use code 2F1J2G

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

5. Click on ****Click HERE TO BEGIN YOUR FINGERPRINT CHECK****
6. This will drive you to a new window to the site for IdentoGo
 - The service code will be automatically populated by the role you have chosen on your VIRTUS platform/Account
 - See screen below

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

[← Back to Home](#)

Schedule or Manage Appointment

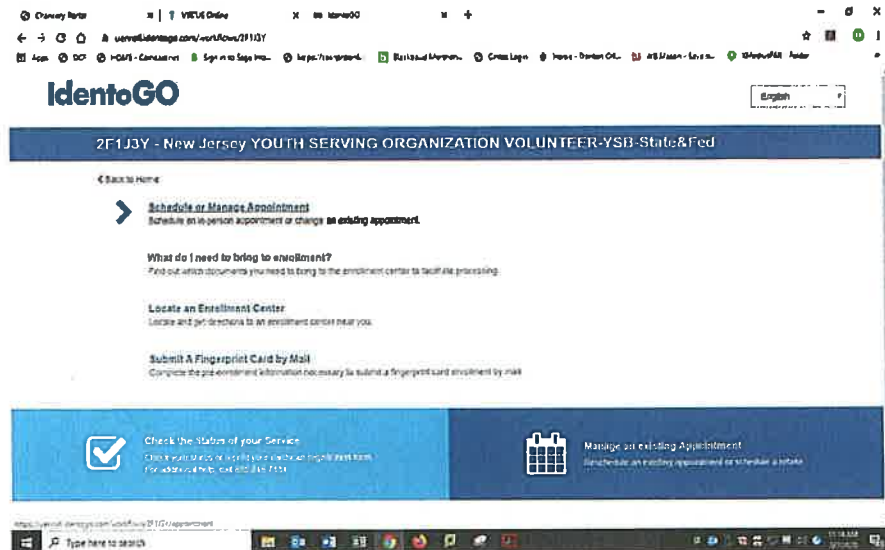
Schedule an in-person appointment or change an existing appointment.

The service code is:

2F1J3G – Employees

2F1J3Y - Volunteers

7. You will click on the first option: Schedule or Manage Appointment



8. Please enter your information as prompted.

IdentoGO English

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

Essential Info Additional Info Other Info

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.

☐ Home / Method of Contact ☐ UE ID / Date of Birth

Legal Name

* First Name

* Middle Name (or NAHM if no middle name)

* Last Name

Suffix

* Choose One

Date of Birth

* Date of Birth

* Confirm Date of Birth

* Method of Contact (at least one method is required)

Email

Country Code

United States

Country Code

United States

* Preferred Method of Contact

Email

Confirm Email

Phone 1

Phone 2

9. This is the section where you enter your parish TRE code.
10. This should have been provided to you by your parish location.
11. Please enter your location name in the Miscellaneous box.

IdentoGO

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

Extended Info → Additional Info → **Citizenship** → Personal Questions → Personal Info

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

Agency Identifiers

Contributor Data Number

Miscellaneous (if unknown, leave blank)

Only fill out if instructed to by your Agency

*SAS - USE CODE
TRE135
No spaces - dots - slashes*

12. This section relates to your citizenship – please choose the appropriate response.

IdentoGO

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

Extended Info → Additional Info → **Citizenship** → Personal Questions → Personal Info

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

Citizenship

Country of Birth

City of Birth

Country of Citizenship

13. If you have a maiden name this is the section where you would indicate that or any other alias (known) names you may have used.

IdentoGO

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

Extended Info → Citizenship → **Personal Questions** → Personal Info → Address

Please answer the questions below. Then click Next to continue or Cancel to exit.

Have you ever used an alias?
☐ Yes ☐ No

Is your mailing address the same as your residential address?
☐ Yes ☐ No

IdentoGO English

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

Personal Questions → **Personal Info** → Address → Documents → Exit

Please enter your information below (letters, spaces, hyphens (-) and apostrophes (') are allowed in name fields). Then click Next to continue or Cancel to exit.

Alias

* First Name * Middle Name (or MI if no middle name)

* Last Name * Suffix

Personal Information

* Height ft in * Weight lb * Hair Color * Eye Color

* Preferred Language (Receipts & other communications) * Gender * Race

English

14. Continuation of your information: mailing address, etc.

IdentoGO English

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

Personal Questions → Personal Info → **Address** → Documents → Exit

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

Mailing Address

* Country

* Address Line 1

Address Line 2

* City

* Postal Code

15. You will need to choose which documentation you will be presenting at the fingerprint site – ONCE YOU CHOSE YOU MUST BRING THAT DOCUMENT TO YOUR APPOINTMENT. FAILURE TO DO SO MAY RESULT IN YOU BEING TURNED AWAY.

IdentoGO English

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

Personal Questions → Address → **Documents** → Location → Exit and Print

Please select the required documents to bring to your enrollment. Then click Next to continue or Cancel to exit.

Documents

* Document

* Check the name you are enrolling under (match the name on all documents brought)

BELOW IS A LISTING OF THOSE DOCUMENTS THAT ARE ACCEPTED

The screenshot shows the IdentoGO website interface. At the top, there's a navigation bar with the IdentoGO logo and a language dropdown set to English. Below this is a header for the appointment: "2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed". A progress bar indicates the current step is "Documents", with previous steps being "Personal Info", "Address", and "Location", and the next step being "Date and Time".

The main instruction reads: "Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit." Below this, under the heading "Documents", there's a list of acceptable documents:

- Choose One
- Canadian Drivers License (Non-Commercial)
- Commercial Drivers License PERMIT issued by a State or outlying possession of the U.S.
- Drivers License PERMIT issued by a State or outlying possession of the U.S.
- Drivers License PERMIT or PASS/TEMPORARY issued by a State or outlying possession of the U.S.
- Drivers License issued by a State or outlying possession of the U.S.
- Employment Authorization Card Document (I-765) with Photo
- Enhanced Drivers License (EDL)
- Enhanced Travel Card (ETC)
- Federal ID Card with a seal or logo from a Federal agency
- Foreign Drivers License (Mexico and Canada Only)
- Government ID with a seal or logo from a local government agency
- Merchant Mariner Document (JAGC)
- Passport Book or Card
- Permanent Resident Card / Green Card (p-551)
- Pass ID Viewer for Minors
- State ID Card for outlying possession of the U.S. with a seal or logo from State or State Agency
- Visa

16. A confirmation page of what you have chosen to bring and that it will match the name you have submitted.

This screenshot shows the confirmation step of the IdentoGO appointment process. The progress bar now highlights "Documents" as the completed step. The instruction reads: "Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit." Below this, a dropdown menu shows "Passport Book or Card" as the selected document. A confirmation message states: "Does the name you are enrolling under match the name on all documents selected?". There are "Yes" and "No" buttons. Below this, a box lists the required documents: "Bring the following Required Identity Documents to your enrollment: 1. Passport Book or Card". At the bottom, there are "Cancel", "Back", and "Next" buttons.

17. You will now chose the location for your fingerprint scan

The screenshot displays the location selection step on the IdentoGO website. The progress bar shows "Documents" as completed and "Location" as the current step. The instruction reads: "Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit." Below this, a note states: "Note: Your registration is not yet complete. You must select a location, as well as a date and time on the following page prior to receiving your appointment confirmation." A search bar is provided with the placeholder text "Search for an Enrollment Center by Postal Code, City and State, or Airport Code". To the right of the search bar, it says "Number of Results: 5". Below the search bar is a "Search" button. At the bottom, there are "Cancel", "Back", and "Next" buttons.

Cherry Portal | YSOS Online | Version 2.0

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

Location

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click "Next" to continue or "Cancel" to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

08028 [Find My Location] [Search]

Location	Address	Next 7 Days	Distance
▶ Ewing, NJ	1250 Parkway Ave	61 appointments available	4.69 mi
▶ Edison, NJ	2640 Woodbridge Ave	87 appointments available	14.55 mi
▶ Hammonton, NJ	57 Beaver Ave	0 appointments available	27.39 mi
▶ Cherry Hill, NJ	87 Haddonfield Rd	82 appointments available	27.41 mi
▶ Cranford, NJ	6 S Ave W	80 Appointments available	34.22 mi

Please chose the site that is most conveniently located for you.

Cherry Portal | YSOS Online | Version 2.0

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

Location

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click "Next" to continue or "Cancel" to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

08028 [Find My Location] [Search]

Location	Address	Next 7 Days	Distance
▼ Ewing, NJ	1250 Parkway Ave	61 appointments available	4.69 mi
▶ Edison, NJ	2640 Woodbridge Ave	87 appointments available	14.55 mi

Hours: Monday - Friday, 09:00 AM - 12:00 PM & 01:00 PM - 05:00 PM

Time: Interstate 95 South approximately 6 miles to exit at Scotch Road. Take Exit 3A, Scotch Road South. Follow Scotch Road for approximately 2.5 miles (you will pass the airport). Parkway Corporate Center is on your left as you approach the intersection of Scotch Road and Parkway Avenue. You will see signs for Bank of America which is located off the lobby. We are located in Suite 102 on the 1st floor.

Cherry Portal | YSOS Online | Version 2.0

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

Date and Time

Select a preferred date and time for your appointment at the specified location. Then click "Submit" to confirm or "Cancel" to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the "Back" button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: - Choose One -

Select Time: - Choose One -

Location Details:

08028
1250 Parkway Ave
Ewing, NJ 08028-3018

Take Interstate 95 South approximately 6 miles to exit at Scotch Road. Take Exit 3A, Scotch Road South. Follow Scotch Road for approximately 2.5 miles (you will pass the airport). Parkway Corporate Center is on your left as you approach the intersection of Scotch Road and Parkway Avenue. You will see signs for Bank of America which is located off the lobby. We are located in Suite 102 on the 1st floor.

[Cancel] [Back] [Submit]

14. Once you have chosen your date and time of your fingerprint scan you will receive the following page – payment will be made directly at the site. Please retain your receipt for presentation to the parish for reimbursement.

Service Summary

Name: Jersey

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

Status as of 03/07/2020

Pre-Enrolled
You have successfully pre-enrolled

Service Details:

Date: 01/07/2020
 US ID: USNJ-33F4H3
 Applicant: Margaret O'Donnell
 Service: 2F1J3Y - YOUTH SERVING ORGANIZATION VOLUNTEER-YSB- State&Fed
 Estimated Amount Due: \$24.00

We accept the following methods of payment:
 American Express, Business Check, Money Order, Credit Card

Personal checks and cash will not be accepted

Important!
 YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT:
 Legal Name must match exactly on all identification documents brought to enrollment:
 1. Passport Book or Card

All ID Documents must be the originals. Copies will not be accepted.

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

Living, NJ

Address:
 1230 Parkway Ave
 Ste 107 Living NJ 08021-2016
 9 View Map

Appointment Time:
 03/05/2020 @ 9:00 AM

Take Interstate 95 South approximately 6 miles to and on Scotch Road Turn East on Scotch Road South Police Station should be approximately 2.5 miles (you will pass the shopping Pottery Corporate Center as you will see you approach the intersection of Scotch Road and Parkway Avenue. You will see signs for Bank of America, which is located off the left. We are located in Suite 107 on the first floor

Please provide 24 hours notice when canceling/rescheduling an appointment

2F1J3Y-20200304 Appointment
 Print Page

18. You will receive an email – confirming your appt.

We hope that this has been helpful for you in scheduling your fingerprint scan for your ministry/employment within the Diocese of Trenton.

IdentoGO[®]

Fingerprint Service Code Form

Service Name: YOUTH SERVING ORGANIZATION Volunteer-YSOState&Fed

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

2F1J2G

When prompted, please enter the following

Contributor Case Number: **TRE**

Miscellaneous Number:

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Juveniles

- Approved Document list as shown above; or
- Photo ID Waiver for Minors (Only needed in special circumstances)
 - Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
 - Birth Certificate bearing an official seal or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S.)
 - Social Security Card



Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.

IdentoGO[®]

Fingerprint Service Code Form

Service Name: YOUTH SERVING ORGANIZATION Volunteer-YSB-State&Fed

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

2F1J3Y

When prompted, please enter the following

Contributor Case Number: **TRE003**

Miscellaneous Number:

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Juveniles

- Approved Document list as shown above; or
- Photo ID Waiver for Minors (Only needed in special circumstances)
 - Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
 - Birth Certificate bearing an official seal or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S.)
 - Social Security Card



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Diocese of Trenton – How do I complete the Selection.com process?

In order to continue to be a volunteer or be employed you will need to have a re-evaluation done of your background check. Please follow the following steps:

1. Log into your VIRTUS account.
2. Click on the **RED** background check tile



3. Click on the words – “**MISSING FINGERPRINTS**”
4. You will receive this screen:

Update User Data

Please update your account.

Date of Birth: *

5. Please enter your date of birth and click CONTINUE
6. This will drive you to the next step asking if your account is in your legal name
7. If so click the grey button to begin the background check a new window to the site for IdentityGo

You must complete a background check


As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com® to do all our background checks.

If you entered your full, legal name and are ready to continue, click the button below

By clicking this button, you will be directed to their secure website called Fastrax™.

8. You will click on the blue box at the bottom:


Live Chat Online About Contact



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: Church of the Nativity


Enter Background Check Info

9. Please then follows the prompts and adding in the information requested.



☒ Inquiry Release ☐ Enter Applicant Info ☐ Sign Release ☐ Review ☐ Complete

☒ **FAIR CREDIT REPORTING ACT BACKGROUND CHECK DISCLOSURE**



If you are not Trenton Test Account or your name is misspelled [click here](#)

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.

I Agree


☒ Inquiry Release

☒ Enter Applicant Info

☐ Sign Release

☐ Review

☐ Complete

Next 

PERSONAL IDENTIFICATION

Last Name

First Name

Middle Name

Birth Last Name

Test Account

Trenton



In order to properly process your application, please make sure that your name 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 Ex: XXX-XX-XXXX

DOB

01/01/1964



Gender

Race

U



Unknown



Address

Street No.

Street

Type



Address Line 2 (Unit No., Route, PO Box, etc.)

Once you enter your information Click Next you will acknowledge the form, review, and click complete.

The Diocese will receive the results within 48-72 hours.

We hope that this has been helpful for you in scheduling your fingerprint scan for your ministry/employment within the Diocese of Trenton.

