Dear Volunteer,

All employees and volunteers who interact with minors are required to complete and maintain safe environment credentials (Essential-3 or E3) through the Archdiocese of Saint Paul and Minneapolis, as well as a State of Minnesota School Volunteer Background Check (123B.03).

ARCHDIOCESE SAFE ENVIRONMENT CREDENTIALS

To ensure successful completion of the requirements, follow the directions on the attached sheet to create your VIRTUS account. If you have an existing VIRTUS account, contact Cyndi Stifter at faithformation@mqpcatholic.org for assistance so your account can be updated prior to login rather than creating a new account.

Total Time Commitment**:** Approximately 95 minutes. Set aside sufficient time to complete all items without logging out. Incomplete accounts may result in lost data, requiring you to repeat your setup.

Read and follow the directions on the website in the order presented. Skipping items, fast-forwarding or backing up may corrupt your account and require you to repeat your assignments.

Use Google Chrome browser - do not try to complete these steps on a cell-phone or tablet. Visit the VIRTUS website: www.virtusonline.org **Be sure to choose the organization: St. Paul and Minneapolis, MN (Archdiocese)**

STATE OF MINNESOTA SCHOOL VOLUNTEER REQUIREMENT

In addition to the “Essential 3” Archdiocese requirements, Minnesota state law requires that all school employees and volunteers have a 123B.03 Informed Consent in addition to the standard background check. Complete the attached Iinformed Consent form and return to the parish or school office before you will be allowed to volunteer for Mary Queen of Peace Church and School.

Thank you for donating your time and talents to our community!

SAFE ENVIRONMENT CREDENTIALING FOR NEW USERS:
VIRTUS ACCOUNT REGISTRATION GUIDE

Total Time Commitment: Approximately 95 minutes

ATTENTION:

- Employees and volunteers may not begin service until approved by your Safe Environment Coordinator**.**
- Incomplete VIRTUS accounts are deleted after 30 days and you will be required to start over.
- If you previously created a VIRTUS account, do not create an additional/new account.
- If you are unable to access an existing VIRTUS account, contact your Safe Environment Coordinator.
- To retrieve or reset your login information, click **I NEED LOGIN HELP** on the VIRTUS home page.

Technical Tips:

- Do not use a cell phone or tablet. Use Chrome web browser from a computer.
- Do not log in on multiple devices. If you changed devices, log out completely and restart the first device.
- Allow pop-ups. Enable *Adobe Flash Player* and *Javascript*.
- Do not close tabs until instructed.
- Do not use the "page back" or "page forward" buttons on the web browser.
- Only use the buttons on the screens, such as "Continue", "Next", "Previous".
- Fast-forwarding the training module will cause the module to lock up and force you to start over.

Instructions:

- Go to the VIRTUS website: www.virtusonline.org
- Click **First Time Registrant**
- Click **Begin the Registration Process**
  - ! **Select Your Organization**: *Carefully choose* **St. Paul and Minneapolis, MN (Archdiocese)**
  - ! **Enter your full legal name. Do not use nicknames or punctuation.**
  - ! **Primary location**: If your location is a school, select the location with **School** in the title.
  - ! Carefully read and follow the instructions on the website in the order presented.

  1) Complete the **Code of Conduct**.
  2) Complete the **Background Check** application.
     - The application will open in the McDowell Agency website.
     - Social Security Number (SSN) is required.
     - Click **Submit** at the end of each step to proceed.
     - A note will appear on the screen to confirm the application has been successfully submitted.
     - Click **Return to VIRTUS** to begin your online training module.
  3) Complete **Safe Environment Training** (approximately 75 minutes).

Confirm that you have completed all requirements with your Safe Environment Coordinator

ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS

REVISED: July 2021

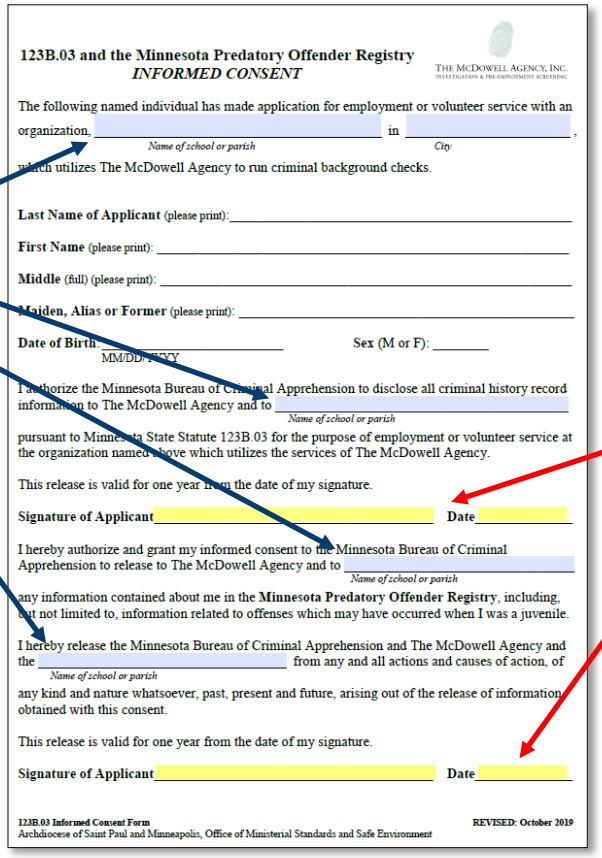
Instructions for the 123B.03 Background Check

Minnesota State Law requires that <u>all school employees and volunteers (including Catholic schools)</u> have a 123B.03 background check <u>in addition to</u> the standard background check.

- Minnesota State 123B.03 pertains *exclusively* to schools. It is a check of records through the Minnesota Bureau of Criminal Apprehension (BCA).
- Parishes are not required to run the 123B.03 background check on employees or volunteers who do not work or volunteer in a school.
- The 123B.03 is only run <u>one time</u>.
- This process <u>cannot</u> be done online through VIRTUS.

123B.03 Informed Consent Form

The school name is required in all four fields, as noted.



123B.03 and the Minnesota Predatory Offender Registry
INFORMED CONSENT

THE MCDOWELL AGENCY, INC.
INVESTIGATION & PRE-EMPLOYMENT SCREENING

The following named individual has made application for employment or volunteer service with an organization, _____ in _____,
Name of school or parish *City*
which utilizes The McDowell Agency to run criminal background checks.

Last Name of Applicant (please print):_____

First Name (please print): _____

Middle (full) (please print): _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____ **Sex** (M or F): _____
MM/DD/YYYY

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to The McDowell Agency and to _____
Name of school or parish
pursuant to Minnesota State Statute 123B.03 for the purpose of employment or volunteer service at the organization named above which utilizes the services of The McDowell Agency.

This release is valid for one year from the date of my signature.

Signature of Applicant_____ **Date**_____

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to The McDowell Agency and to _____
Name of school or parish
any information contained about me in the **Minnesota Predatory Offender Registry**, including, but not limited to, information related to offenses which may have occurred when I was a juvenile.

I hereby release the Minnesota Bureau of Criminal Apprehension and The McDowell Agency and the _____ from any and all actions and causes of action, of
Name of school or parish
any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This release is valid for one year from the date of my signature.

Signature of Applicant_____ **Date**_____

123B.03 Informed Consent Form **REVISED: October 2019**
Archdiocese of Saint Paul and Minneapolis, Office of Ministerial Standards and Safe Environment

The applicant must sign and date <u>both</u> signature areas.

The following standards must be followed, or the BCA will not process the 123B.03 form:

- The submitted 123B.03 form must be only <u>one</u> (1) page.
- The form must have the same school name as the original background check.
- The dates need to include the <u>month, day and year</u>.
- The form must be processed within 365 days of the date signed by the applicant.
- All written text must be legible.
- The signatures need to be actual wet (written) signatures. The BCA <u>will not accept</u> e-signatures or signatures that are typed.
- The applicants write their correct GIVEN names and include any and all aliases. Additional names cannot be written in by the school. For example: If the applicant writes JIM on the form and his name is actually JAMES, <u>he</u> must write both JIM and JAMES. The school cannot write in JAMES on his behalf. In this example, the BCA will only run the JIM name; thus, the information that may be on JAMES' record will not show up because he only wrote JIM and the BCA only ran JIM.

Email completed forms to **admin@mcdowellagency.com**
or fax to **651-644-3877**

THE MCDOWELL AGENCY, INC.
INVESTIGATION & PRE-EMPLOYMENT SCREENING

Mary Queen of Peace

123B.03 and the Minnesota Predatory Offender Registry
INFORMED CONSENT

The following named individual has made application for employment or volunteer service with an organization, Mary Queen of Peace Catholic Church and School, which utilizes The McDowell Agency to run criminal background checks

Last Name of Applicant (please print):_____

First Name (please print) : _____

Middle (full)(please print): _____

Maiden, Alias or Former(please print): _____

Social Security Number _____

Date of Birth: _____ **Sex** (M or F):_____
Month/Day/Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to The McDowell Agency and to Mary Queen of Peace Catholic Church and School pursuant to Minnesota State Statute 123B.03 for the purpose of employment or volunteer service at the organization named above which utilizes the services of The McDowell Agency.

This release is valid for one year from the date of my signature.

Signature of Applicant_____ **Date**_____

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to The McDowell Agency and to Mary Queen of Peace Catholic Church and School any information contained about me in the **Minnesota Predatory Offender Registry**, including, but not limited to, information related to offenses which may have occurred when I was a juvenile.

I hereby release the Minnesota Bureau of Criminal Apprehension and The McDowell Agency and Mary Queen of Peace Catholic Church and School from any and all actions and causes of action, of any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This release is valid for one year from the date of my signature.

Signature of Applicant_____ **Date**_____