



Background Check for Volunteers

1. Visit www.verifiedvolunteers.com.
2. Located at the top of the screen, click on the 'Volunteer Screening' dropdown menu and select 'Start my Background Check.'
3. This will open a new screen that will prompt you 'Register and Start Your Order,' by creating a free Verified Volunteers account.
4. Once you have created a username and password, the screen will prompt you to 'Get Verified,' which will allow you to run your background check.
5. All volunteers should run a Complete Criminal Locator Search or a Level 3 background check. If you do not have a Social Security Number or have lived in New York in the past 7 years, please run a Level 2 background check.
6. The first screen of the background check deals with payment options. On the left-hand side of the screen, Verified Volunteers will ask if you have a 'Good Deed' code – this code will send the bill for your background check to Most Blessed Sacrament. Offsetting the cost of your background check with a donation is not necessary – Most Blessed Sacrament will cover all costs related to running background checks. Please contact Krista Vancophsky to receive your code – kvancophsky@mbschurchnj.org.
7. Once your background check is completed, Most Blessed Sacrament will receive an 'eligible' or 'not eligible' status for each volunteer. We do not receive any information that is uncovered during the background check or any personal information that was entered during the background check process.
8. After completing a background check on Verified Volunteers, you will also be able to send those results through Verified Volunteers to any other school or volunteer organization that you work with to verify your eligibility to work with children.