



The *Policy for Safety of Children in Matters of Sexual Abuse Revised 2016* and the *Standards of Conduct in Ministry Revised 2016* together require that background checks be repeated for all clergy and employees as well as volunteers who work with children, if the current check on file is five (5) years or older.

The process for repeating a background check will take place via the online system, **Selection.com**. To access Selection.com:

1. Please log into your VIRTUS account at [virtusonline.org](http://virtusonline.org) to begin the process.
2. The link to Selection.com can be accessed under the “**Toolbox**” tab on the VIRTUS database. (The tab is located on the left side along the top)
3. After clicking the “**Toolbox**” tab a link to will appear below the tab on the left side in yellow “**Selection.com Background Check**”.
4. Click on the “**Selection.com Background Check**” link and complete the information requested while proceeding through the screens. There is a \$25 fee for this service. On the last screen it will be necessary to provide a credit card or a Token to cover the fee.