Roman Catholic Diocese of Albany

Instructions for Background Screening

In today's world, it is crucial for the Parish and School to know who is entering its facilities, and for parents to know that their children are learning in a safe environment. For this reason, all employees and volunteers at schools and parishes under the Roman Catholic Diocese of Albany must undergo a background check.

What to Expect:
Individuals requiring a background check will provide an email address to the school or parish. They will then receive an email notification from Summit Security (***Summit@backgroundorder.com***), notifying them of the requirement, and providing a link to enter their information. You will also receive a unique username and password for privacy and additional security. To get started, click on the link, enter the provided username and password *(NOTE: the password is case sensitive – works best when copied from the e-mail and pasted into the password field)*, and follow the directions to fill out the requested information.
Individuals will be asked to provide:
- Current Address
- Social Security Number
- Date of Birth

The entire process will take approximately 5 minutes.   All of this information is required to be entered to ensure a thorough and accurate check.
This background will be conducted in full compliance with state and federal regulations, including the Fair Credit Reporting Act.

Who Conducts the Background:
The Roman Catholic Diocese of Albany has contracted with Summit Security Services, Inc ("Summit") a family-owned New York state based provider of background screening services, to conduct the check. Summit's contact information:

> 390 RXR Plaza
> Uniondale, NY 11556
> 888.869.8444
> www.summitsecurity.com

Data Security:
The Roman Catholic Diocese of Albany and Summit take the security of your information very seriously. The website into which you will be entering your information is fully secure and encrypted with up-to-date security protocols. The only individuals who will be able to see your social security number is the Summit researcher, who has undergone a background check themselves, is fully trained in securing your personal information, and abides by all state and federal regulations while conducting the check. If you have further questions regarding the security of your information, please contact Summit.

Roman Catholic Diocese of Albany, Department of Human Resources/ Safe Environment

Phone: 518-453-6635   Email: diocesan.hr@rcda.org

Roman Catholic Diocese of Albany

Background Check

Required Information

PLEASE: *PRINT CAREFULLY*

First Name:_____ **MI:**____ **Last Name:**_____

Email:_____ **@** _____

Phone:_____   *Please Circle One*: **Volunteer   or   Employee**

Please Circle One: **Parish** or **School**

Please return this form to the parish or school safe environment coordinator

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