

# Background Checks

**Screening Company:** Fastrax/Selection.com

**Introduction:** Selection.com is a nationwide Catholic faith-based background check screening company based in Cincinnati, OH for over 30 years. They work with over 40 Diocese/Archdiocese's throughout the United States utilizing their proprietary software. Background checks are stored for 10 years.

**Website:** Selection.com

**Contact at Selection.com:** Christina Phillips (cphillips@selection.com)

**Invoicing:** Invoiced on the 1<sup>st</sup> and 15<sup>th</sup> of each month. If preferred, payment can be made online.

**How to order background checks & utilize the Selection.com dashboard:**

1. **How to video** can be accessed here: <http://bit.ly/ArchDenver>

**First time users:**

- Contact Selection.com to send a secure Username and PW under your parish.
- You're taken directly to the VIEW REPORTS screen where completed reports are stored.
- The PENDING screen contains reports ordered but not ready for viewing.
- NEW RESULTS screen populates completed reports that have been ordered.
  - When a report has been viewed a green check mark to the left of their name appears.
- FORMS contain a library of forms you may need, including the physical FCRA release forms
- APPLICANT ENTRY is used to view the status of reports ordered, resend/delete authorization forms previously sent and is a place to modify email addresses.

The screenshot shows the Fastrax Selection.com dashboard. At the top, there is a navigation bar with links for Live Chat Online, Forms, About, Contact, and Logout. Below this is a header with the Fastrax logo and navigation tabs for VIEW REPORTS, NEW REQUEST, PAYABLES, FCRA, and APPLICANT ENTRY. The dashboard features four main status cards: New Results (0), Pending (0), Drafts (0), and Court Fee Approvals (0). Below these is a search bar and a date range filter set to March 2, 2008 - March 2, 2018. The main content area displays a table of reports:

Applicant Name	Submitted	SSN	Location	Actions
Burke, Julie	03/02/2018 09:55 AM	111-11-1111	Blessed Sacrament	Actions Bulk
Burke, Julie	02/14/2018 11:14 AM	111-11-1111	Blessed Sacrament	Actions Bulk

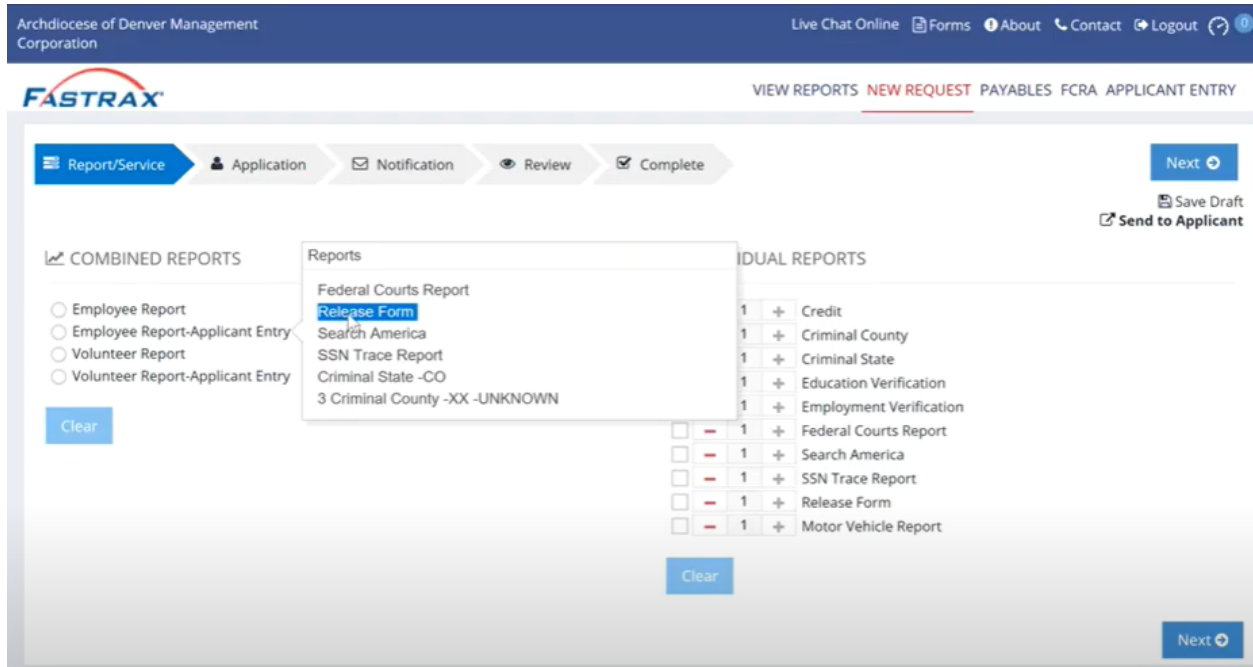
At the bottom of the table, it indicates 'Showing 1 to 2 of 2 entries' and '15 per page'.

**Materials/Content needed prior to start:**

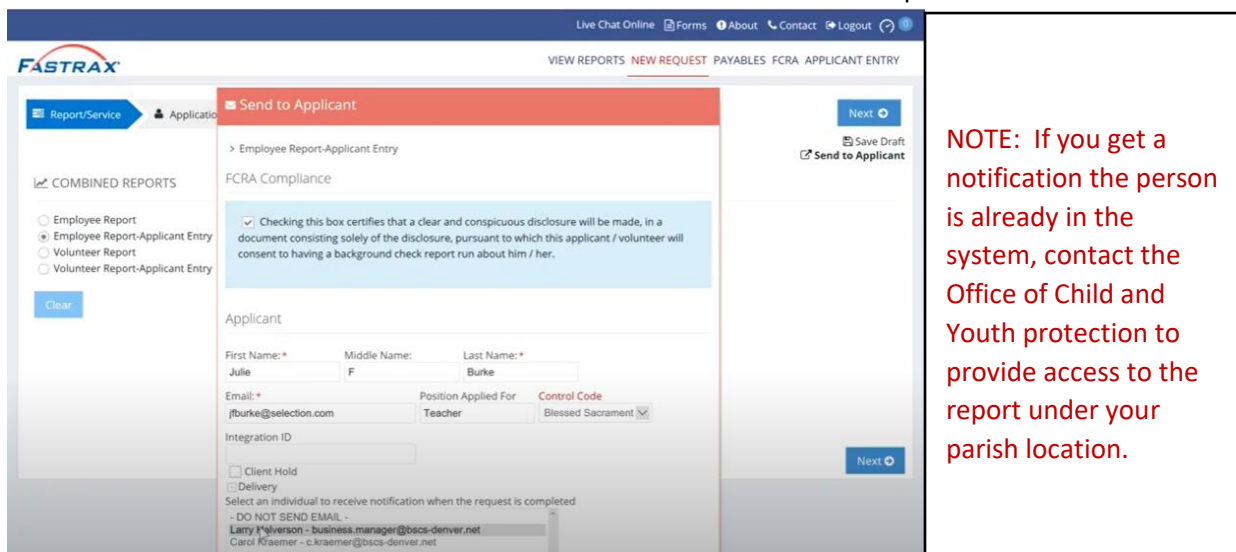
- Employee/Volunteer legal name (first/last name) and email address.
- NO EMAIL or COMPUTER: If an Employee/Volunteer/Money Handler does NOT have an email address or computer, follow the instructions under NO EMAIL ADDRESS or COMPUTER.

## How to enter a new request for a background check:

- Click on NEW REQUEST in the Dashboard Menu in the upper right-hand side of screen.
- Per Archdiocesan Policy, select the -APPLICANT ENTRY for either an employee, volunteer or money handler under the Combined Report menu on the left. This report prompts the employee/volunteer to sign a release form prior to running the background check per FCRA Compliance and allows for all CRIMINAL Reports to be run.



- Once an employee/volunteer report-applicant entry is selected, click on > Send to Applicant
- Proceed to fill out the Send to Applicant fields as shown below.
- **TO BE NOTIFIED WHEN THE REPORT IS COMPLETED:** choose this option under DELIVERY



## NO EMAIL ADDRESS OR COMPUTER

If the employee, volunteer, or money handler does NOT have an email address or computer:

- Obtain a physical signed background authorization form
  - Log in to Selection.com > Forms > FCRA Disclosure
  - Employee, Volunteer or Money Handler must fill out the form and return to you.
- To order the report, log in and select >NEW REQUEST > select EMPLOYEE REPORT only (NOT the Applicant Entry type) under Combined Reports. Manually fill out the appropriate fields from the content provided on the release form.

FASTRAX

VIEW REPORTS **NEW REQUEST** PAYABLES FCRA APPLICANT ENTRY

Report/Service Application Notification Review Complete

Next

Save Draft Send to Applicant

COMBINED REPORTS

- Employee Report
- Employee Report-Applicant Entry
- Volunteer Report
- Volunteer Report-Applicant Entry

Clear

INDIVIDUAL REPORTS

- 1 + Credit
- 1 + Criminal County
- 1 + Criminal State
- 1 + Education Verification
- 1 + Employment Verification
- 1 + Federal Courts Report
- 1 + Search America
- 1 + SSN Trace Report
- 1 + Release Form
- 1 + Motor Vehicle Report

Clear

Next

Archdiocese of Denver Management Corporation

Live Chat Online Forms About Contact Logout

FASTRAX

VIEW REPORTS **NEW REQUEST** PAYABLES FCRA APPLICANT ENTRY

Report/Service Application Report Data Notification Review Complete

Back Next

Save Draft

PERSONAL IDENTIFICATION

Last Name First Name Middle Name Birth Last Name

SSN Ex: XXX-XX-XXXX DOB Control Code Position Applied For

No DOB available

Gender Race Integration ID

U Unknown

Address

Street No. Street Type

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

Zip City State

Phone/Email

Email  No Email available

## CUSTOMIZING REPORTS

There are options to select individual report add-ins to the combined criminal reports. The most common are:

- Credit report
- Education verification
- Employment verification
- Motor Vehicle Report
- NOTE: Money Handlers Combined Reports already include a credit report.

EXAMPLE: For a volunteer that will be driving children, select both the Volunteer Report-Applicant Entry under Combined Reports, then select Motor Vehicle Report under Individual Reports.

The screenshot displays the FASTRAX web application interface for customizing reports. At the top, there is a navigation bar with links for 'Live Chat Online', 'Forms', 'About', 'Contact', and 'Logout'. Below this, the main navigation includes 'VIEW REPORTS', 'NEW REQUEST' (highlighted), 'PAYABLES', 'FCRA', and 'APPLICANT ENTRY'. The application is in the 'Application' stage of a process, with a progress bar showing 'Report/Service', 'Application', 'Notification', 'Review', and 'Complete'. A 'Next' button is visible in the top right corner.

The 'COMBINED REPORTS' section on the left includes the following options:

- Employee Report
- Employee Report-Applicant Entry
- Volunteer Report
- Volunteer Report-Applicant Entry

A 'Clear' button is located below these options.

The 'INDIVIDUAL REPORTS' section on the right lists various add-ins, each with a checkbox, a quantity of 1, and a plus sign:

Report Type	Quantity
<input type="checkbox"/> Credit	1
<input type="checkbox"/> Criminal County	1
<input type="checkbox"/> Criminal State	1
<input type="checkbox"/> Education Verification	1
<input type="checkbox"/> Employment Verification	1
<input type="checkbox"/> Federal Courts Report	1
<input type="checkbox"/> Search America	1
<input type="checkbox"/> SSN Trace Report	1
<input type="checkbox"/> Release Form	1
<input checked="" type="checkbox"/> Motor Vehicle Report	1

A 'Clear' button is located below this list.

Additional buttons include 'Save Draft' and 'Send to Applicant' in the top right, and another 'Next' button in the bottom right corner.

LEGAL COMPLIANCE

**FCRA Compliance (Fair Credit Reporting Act)**

- FCRA requires a signed authorization release prior to running the background check, either online or through a physical release form.
- **DECISION NOT TO HIRE** based on Background check content:
  - > FCRA > [enter SSN#] > SEARCH
  - Click on **Pre-Decision Letter** for the person affected. *This letter warns the employee, volunteer or money handler may not be hired, attaches a copy of their background check and a copy of their consumer rights.* MAIL this letter to the person affected.
  - **5 days after the Pre-Decision Letter has been sent, send the Adverse Action Letter.** This states that the person affected CANNOT be hired based on the background check content and to notify Selection.com for questions.
  - **CALL SELECTION.COM** with questions on this process.

