



Background Check Updates

Business Managers Meeting – May 6, 2026

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Background Checks: Requirements

Archdiocesan Approved-Vendor - Required

- ✓ Selection/Fastrax -Approved Packages
- ✗ CBI/FBI/Raptor
- ✗ State of Colorado Teacher License
- ✗ Hard Copies Provided by Applicant

Area	Archdiocesan Approved Process	Standard CBI Only
Colorado crimes	✓	✓
Federal crimes	✓	✗
Other states	✓	✗
Identity verification	✓	✗
Alias detection	✓	✗
Address history	✓	✗
Broad national database – Sex Offender	✓	✗
Quarterly Watch	✓	✗

Background Checks: Requirements

Use Applicant- Entry! (Only need legal name & email)

- ✓ Ensures federal rights are provided online per legal standards
- ✓ Permanent documentation of consent on Fastrax
- ✓ Protects applicants' sensitive information
- ✗ Do NOT choose non-applicant-entry package with this option

The screenshot displays the Fastrax web application interface. At the top, the Fastrax logo is on the left, and navigation links for 'VIEW REPORTS', 'NEW REQUEST', 'PAYABLES', 'FCRA', and 'APPLICANT ENTRY' are on the right. Below the logo is a progress bar with steps: 'Report/Service', 'Application', 'Notification', 'Review', and 'Complete'. The 'Application' step is currently active. To the right of the progress bar are buttons for 'Next', 'Save Draft', and 'Send to Applicant'. The main content area is divided into two sections: 'COMBINED REPORTS' and 'INDIVIDUAL REPORTS'. Under 'COMBINED REPORTS', there are radio button options for 'Volunteer Report', 'Volunteer Report-Applicant Entry', 'Renewal DVN', 'EmployeeReport', 'EmployeeReport- Applicant Entry', 'MoneyHandler', and 'MoneyHandler- Applicant Entry'. The 'Volunteer Report-Applicant Entry', 'EmployeeReport- Applicant Entry', and 'MoneyHandler- Applicant Entry' options are highlighted in yellow. A 'Clear' button is located below these options. Under 'INDIVIDUAL REPORTS', there is a list of report types, each with a checkbox, a minus sign, the number '1', and a plus sign. The report types are: Credit, Criminal County, Criminal State, Education Verification, Employment Verification, Federal Courts Report, Search America, SSN Trace Report, Release Form, Motor Vehicle Report, and Professional License Verification. A 'Clear' button is located below this list. At the bottom right of the interface is another 'Next' button.

Background Checks: Requirements

Last Resort – Administrator Entry

- ✓ Provide full text of FCRA Rights
- ✓ Provide stand alone page for consent
This must be kept on file
- ✓ Provide stand alone page requesting personal information
This should be shredded after entered into Fastrax
- ✓ Use forms provided on Fastrax (“Forms” on top menu) or OMAAP

- ✗ No Customized “Consent Form”
- ✗ No forms from past years (i.e. 2012)
- ✗ Do not run background check without all the forms listed above being provided

Background Checks: Pricing Updates

Price Increase – July 1, 2026

Package	New – July 1, 2026	Current	Additional Fees
Volunteer	\$21	\$15	+ \$3.45 CO fee
Employee	\$21	\$20	+\$8 per county outside of CO + \$3.45 CO fee
Money Handler	\$30	\$28	+ \$3.45 CO fee
Quarterly Watch	\$5 /name/ every 5 years after initial check	Included	*Only active names; location must inactivate



Background Checks: Next Steps

- **Forthcoming instructions on inactivating names from Quarterly Watch**
- VIRTUS Background Check Name Change: “AOD-Approved Vendor Background” (Do not record other checks under this)
- June 1, 2026 - State of CO License will no longer provide compliance on VIRTUS
- Possibility to run background checks early before July 1, 2026
- Confirm your background check administrators (for communications)

What questions/clarifications do you want addressed in next 2 months? **SafeEnvironment@archden.org**

