



## **Criminal Background Clearance**

New process for acquiring background checks.

1. Applicant must visit School Office to procure an entry code.
2. Entry code cost is \$30 per application (Cash or check only).
3. Follow link provided to application site.
4. Use entry code to complete on-line application for background check. Applications go directly to Hyden & Associates for processing.
5. Copies of background reports will be sent to individual applicants and to the Diocesan Office of Safe Environments.
6. M.B.S. will receive only the clearance certificates from the Diocesan Office of Safe Environments.
7. Background clearance must be renewed every five years.

**Effective Immediately**