



Criminal Background Clearance

1. Applicant must visit School Office to procure an entry code.
2. Entry code cost is \$45 per application (Cash or check only).
3. Follow link provided to application site.

<https://www.cognitoforms.com/BaseEntInc/BackgroundScreeningVolunteer>

4. Use entry code to complete on-line application for background check. **When the drop down box comes up that asks for a Parish/Department, please click on BLESSED SACRAMENT. DO NOT put the name of your parish.** This will ensure that the report will go to the school once cleared. 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. must receive the clearance certificates from the Diocesan Office of Safe Environments in order for clearance to be complete.
7. Background clearance must be renewed every five years.