

Diocesan Background Check Process

Below is the Diocese of Wilmington's 3-step process for obtaining background clearance. This process must be completed and verified by the diocese before an individual can interact with children in any parish or diocesan sponsored activity. You will be notified of your clearance results within 5 - 10 business days from the date you complete the application and verify that you have viewed the requisite videos.

Step 1

Submit payment of \$45.00 via Paypal, Venmo, cash, or check payable to St. Ann Parish. Payments via cash or check should be delivered to the school office.

Send an email request for background clearance to Compliance Coordinator Pat Walker at pwalker@stannwilmington.com.

Step 2

Follow the instructions from Mrs. Walker. First, visit <https://www.cdow.org/giving/fsgc/> to view three 10 minute videos located in the FSGC: SAFE ENVIRONMENT EDUCATION section. Upon completion of the videos, follow the directions and register with the FSGC (For the Sake of God's Children) office. Do not skip this step.

Next, you will receive a code in an email from Mrs. Walker which will enable you to complete the online application for a background check.

Step 3

Review and sign the Volunteer Covenant which is good for one school year (September to September). Contact the school office at 302-652-6567, ext. 210, if you completed this as part of the annual Student Update Form process. Blank Volunteer Covenants can be found [at this link](#) or obtained from the Main Office.

*What if I have had a background check at work or for another diocese?

Please provide Pat Walker (pwalker@stannwilmington.com) with the details of your clearance so that she can inform you of differences, if any, to the process outlined above.