

Virtus Instructions:

Go to Virtus.org

On the left you will see first time registrant, click here.

Select your organization, drop down box. Choose Charleston, South Carolina (Diocese).

Next you will be asked – “have you registered before”

You will then create a username and password.

First you must complete the “Protecting God’s Children” training. This is a video which takes approximately 40-45 minutes to watch and you must answer questions at the end of each segment. You need not complete this in one setting, you may stop, close you and when you return it will pick up where you left off.

Following the video training you will begin the actual screening process.

You may have to log out and return to the log in page, at this point you will only need to put in your user name and password. Please select “volunteer” when asked your position.

Your personal information will be asked, name, address, d.o.b., social security number, etc.

You will also be asked if you handle money or drive on behalf of the Parish, No (unless of course you will be). Please note that if you drive on behalf of the parish I will need a copy of your drivers license along with the coverage selection pages from your auto insurance. The Diocese requires us to carry 100/300 in all areas of coverage. I must submit this paperwork before they will begin your screening.

You will then be taken to Fastrax (who does the actual background check).

This process above should only take ten minutes or so, it must be completed in one setting, or it will be kicked out and unfortunately not be processed.

Once all the above is complete, I will receive notification from Virtus and I will process your application. Please know that it can take anywhere from two days to two months before I am informed if you have been cleared or not. I will let you know as quickly as possible.

Please feel free to call or email me if you have any questions or concerns throughout the process.