



## Background Check Results via Email Protocol

***If your location chooses to receive results via email, the following protocol must be adhered to:***

### A. Guidelines for Establishing Background Checks via Email

1. All parishes who elect to receive background check results via email must establish a separate email account for the sole use of receiving background check results.
  - a) The email address must be established as follows:
    - i. [backgroundchecksXXXX@yourprovider.com](mailto:backgroundchecksXXXX@yourprovider.com)
      - a. 'XXXX' represents the school/parish identification number: [backgroundchecks0001@comcast.net](mailto:backgroundchecks0001@comcast.net)
2. All parishes must submit an original *Agreement to Receive Background Check Results via Email* form stating established email address and bearing authorized signatures stating all policies have been read and will be enforced.

### B. Expectations and Responsibilities

1. Designated Background Check Email shall be checked regularly.
  - a) In case of authorized personnel absence, a plan to ensure email is checked each business day shall be established.
2. The background check email account shall not be used in any type of transmissions with anyone outside the Safe Environment office.
  - a) **No correspondence or official parish business, other than for the receipt of background check results, shall be conducted via this designated account.**

### C. Termination of Authorized Use

1. When an authorized user changes status (e.g., terminates employment, retires, and/or changes positions or responsibilities within the parish), the user's supervisor must communicate the change to appropriate administrators and the Safe Environment office to ensure that access and authorization privileges reflect that status change.
  - a) All parish/schools shall change all passwords immediately following status change.

### D. Records Maintenance and Archiving

1. All background check result forms received via email shall be printed out and a 'hard copy' shall be kept, in line with current Archdiocesan and SEP policies on confidential record keeping.
  - a) They must be kept on-site and in a locked cabinet or drawer.
2. All archiving shall follow the methods established by the Archdiocese of Seattle Archives Office.



## Agreement to Receive Background Check Results via Email

Parish/School: \_\_\_\_\_ City: \_\_\_\_\_

Parish/School ID Number: \_\_\_\_\_

Background Check Email (*type or print legibly*): \_\_\_\_\_

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### Additional location(s) (mission, chapel, etc.):

Location #2 Name: \_\_\_\_\_ City: \_\_\_\_\_

Location #2 ID Number: \_\_\_\_\_

Background Check Email (*type or print legibly*): \_\_\_\_\_

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Location #3 Name: \_\_\_\_\_ City: \_\_\_\_\_

Location #3 ID Number: \_\_\_\_\_

Background Check Email (*type or print legibly*): \_\_\_\_\_

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### Both boxes must be checked for this form to be accepted:

Procedures have been established to ensure email account is checked daily.

I have read and understood all policies and grant my permission to have all background check results forms emailed to the designated email above. I also understand that any violation of the policies set forth by the Archdiocese and the Safe Environment office shall result in the immediate termination of background check result emailing privileges and the faxing method will be reinstated.

\_\_\_\_\_  
Safe Environment Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assigned Pastoral Leader/Principal

\_\_\_\_\_  
Date

FOR SEP OFFICE USE ONLY:

Rcvd: \_\_\_\_\_

Approved: \_\_\_\_\_

Effective Date: \_\_\_\_\_