



Archdiocese of Seattle

Safe Environment Program

Renewing your PeopleFacts/Trak-1 Background Check

Please take each step slowly and do not leave the page once you begin the application through Trak-1.

1. Click on the link in the “Background Checks” box on your home page in Virtus.
2. Read the disclosure statement. This is a ‘standard’ statement for Trak-1, a national organization serving many corporations. Please be aware that the Archdiocese of Seattle does not conduct credit reports on any employees or volunteers through the background check process.
3. Scroll to the bottom of the page and click “Continue”.
4. Read the Summary of Your Rights. Click “Continue”.
5. Scroll down to see the full page. Enter your Zip Code, and re-enter it to validate. Hover your cursor over the “Applicant Signature” box and a e-pen will provide you with a means to sign your name. Click “Redo Signature” as needed. When the signature is satisfactory click “Continue” at the bottom right.
6. Read the notice to Washington applicants and click “Continue”.
7. Click " Continue."
8. Carefully fill in each field with the pertinent information. Please note that all fields with an asterisk (*) are required fields. Please note: the Archdiocese of Seattle does not ask for any sensitive information except your date of birth. Social Security number is NOT REQUIRED to conduct a background check in the Archdiocese of Seattle.
9. Click “Next”. Please carefully review all of the information. If there is an error, click “Back to Applications” and correct the error. Click “Continue” on the applications page, and again review all the information for accuracy.
10. Only after you are certain that the application is accurate and complete, click “Submit Application”. You will receive acknowledgement that your background check was submitted.
11. This completes your application through PeopleFacts/Trak-1.