



Archdiocese of Denver Background Check Instructions

For Employees and Volunteers Working with Minors

To ensure the safety of those we serve, an **Archdiocesan** background check is required **before beginning employment or any volunteer work involving minors**.

Information Required to Begin

Please provide the following to your parish or school:

- Your **legal name** (as it appears on official documents)
- A **valid email address**

Watch for Your Email

You will receive an email from the Archdiocesan background check provider Fastrax/Selection.

- **Subject line:** *Fastrax – Applicant Info Request*
- **Sender:** *no-reply@selection.com*

If you do not see the email in your inbox, please check your **junk or spam folder**.

Complete the Background Check

1. Open the email and click the provided link to access the secure site
2. Follow the prompts to:
 - Review and accept the required disclosures and consent forms
 - Provide your personal information
 - Opt in to receive a copy of your background check
 - Submit

Important Notes

- If your name is entered incorrectly, **contact your parish or school administrator** to request a new invitation
- If you need Spanish instructions, hover over the headings and instructions to view them in Spanish

Ongoing Requirement

- Background checks must be **renewed every 5 years**

If you have questions or do not receive your email, please contact your parish or school administrator.