



O'Hara Catholic School

## Volunteer Background Check Information & Release

All volunteers are required to complete a background check prior to working in our school. Background checks are valid for 3 years. The charge for this background check is \$15, payable to O'Hara.

We submit your name and email into a third-party system, Praesidium Inc., and that system will send you an email request to enter your information to complete the background check. Praesidium has been selected and contracted by the Archdiocese of Portland to ensure the safety and security of your private information.

By completing the information below, you authorize O'Hara to order a background check for you.

Legal First Name: \_\_\_\_\_

Legal Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birth Day & Month: \_\_\_\_\_

Affiliation with O'Hara: \_\_\_\_\_

(example: parent of Jane Doe or grandparent of John Doe)

**Please turn this form into the front office, along with \$15 (payable to O'Hara)**

Once your request is submitted, you will receive an email request from Praesidium Inc. to complete your background check information. You will have 7 days to complete the form. O'Hara will be notified of your status after your check has been completed.