



## HOW TO COMPLETE AN EXTENDED BACKGROUND CHECK WITH SAFEGATHERINGS – *Candidacy*

### Background Check Policy for Candidacy in the VAUMC

The VAUMC used to require two background checks for candidates:

- A State background Check for Inquiring Candidates working toward becoming Admitted Candidates
- An Extended Background Check for Admitted Candidates working toward becoming Certified Candidates.

As of January 2023, the VAUMC is working with the on-line service Safe Gatherings to combine the two background checks into one and is included in the steps for Inquiring Candidates working toward becoming an Admitted Candidate..

### The Extended Background Check includes:

Criminal history, sexual offenses, and a credit check

### Processing a VAUMC Background Check for Candidacy

To begin, either print these instructions or open them in another tab so you can follow prompts when you click the link below:

<http://safegatherings.com/app/registration-invitation/6d2731b463eeb9df51ec43eb20f58dbf02ee6798641c1f523abd176ff750dac>

- Complete the personal data requested.
- Create a Username and Password. Confirm your Password.
- Click Next
- Enter Name, and Aliases
- Choose **CANDIDACY** from the drop down menu for “Application Type.”
- Enter your driver’s license information.
- Click Next.
  
- Enter address and phone information and click Next.
- Complete DOB, Gender and SSN information
- For “Primary Area of Service enter, “Candidacy.”
- For “Number of Years,” enter 5.
- For “List all Previous Church Work,” enter NA.
  
- Answer the “Lived Outside of state in the past 7 years” question...
  - If yes, complete and click Next
  - If no, click Next.
- Provide a clergy and non-clergy reference in the spaces provided.
- Click the 3 boxes at the bottom of the page.
- Click Next.
- Check authorization boxes.
- Click Finish and Register
  
- Enter payment information and Click Pay.
- Choose your receipt option and print or email as needed.
- A list will appear. Locate the “Background Check Pending” line.
- If it says Pending, you have completed the request and can close the window.

**!!!!DO NOT COMPLETE ANY TRAINING MODELS UNLESS OTHERWISE INSTRUCTED!!!!**

### Filing of Expanded Background Checks

Once your background check will be completed within 24-48 hours if there are no issues.

Clergy Excellence will upload a copy into your Clergy File and into your file on Basecamp.