

Diocese of Marquette

BACKGROUND CHECK

2-Step Instructions

STEP 1

- The Diocese of Marquette requires Employees & Volunteers to complete a **Criminal Background Check**.
- Go to: www.dioceseofmarquette.org
- On the header, select **Protecting Children**
- Select **Criminal Background Check Application**
- Follow the *link* for **First Time Users**
- Enter the parish or school where you will be employed or volunteering.
- Enter the access code: baraga1857
- Complete the remainder of this set-up page and click **Submit Registration**

STEP 2

- **Log in** to your account and complete the remaining portions of the application by selecting the links on the right-hand side of the page.
 - When each link is completed, a green check will appear.
 - When all links are completed, the SUBMIT button will appear bright red.
 - Click on the **SUBMIT** button.
- When a clear background check is received by the Diocese of Marquette, you will be notified if further action or training is required.
 - While your background check is being processed, please refer to the **SAFE ENVIRONMENT TRAINING Account Set-Up Instructions**.
 - If you have any questions or have not heard from someone at the diocese within 1 business day of submitting your application, contact Martha at (906) 227-9155 or mtomasi@dioceseofmarquette.org