



Background Check Request Form

Please complete all the information below and email your background check request to Paige Williamson | pwilliamson@thediocese.net.

Organization or Individual Requesting:

Address:

Email Address:

Reason for Request:

Licensing/transition

Postulancy Application

Pre-Ordination Requirement

Person Whose Background is Being Checked:

(Please provide their full legal name)

Address:

Email Address:

- The check will be initiated as soon as payment is received, but not before.
- **Please be sure the background check recipient is aware the background check has been initiated and is regularly checking for an email from Praesidium.**
- The diocesan offices process background checks for clergy licensing/transition, the ordination process, and diocesan staff. We do not process background checks for lay employees of churches.
- If requesting multiple background checks, please complete this form once for each person.

Sign here to acknowledge that you've read the notes above. _____

Date:

110 West Franklin St.
Richmond, VA 23220

(800) DIOCESE
(804) 643.8451
(804) 644.6928 Fax

www.thediocese.net

FOR CHRIST. FOR THIS TIME. FOR ALL TIME.

