

## FAQs of the Office of Child Protection and Safety (OPCYP)

### **Q. Where do I obtain the instructions for the OPCYP online application?**

A. Your parish liaison. If you don't know who your parish liaison is, speak with you Pastor, other parish staff, or email OPCYP ([opcyp@arlingtondiocese.org](mailto:opcyp@arlingtondiocese.org)).

### **Q. Should the liaison review the application before it is submitted?**

A. Yes. The liaison will review all the paperwork through DocuSign. If there are any errors, the liaison will contact the individual directly.

### **Q. May an individual submit the application in a hardcopy form?**

A. No. Bishop Burbidge mandated on February 15, 2019 that all paperwork will be submitted electronically. If there are portions of paperwork missing, OPCYP will work with the liaison to receive those pieces in paper form.

### **Q. Can undocumented immigrants without a social security number complete the OPCYP compliance process?**

A. The electronic application and forms that are used to process background checks for undocumented immigrants can be processed without a social security number. If an individual does not have a social, then he or she may still submit paperwork. **Neither OPCYP nor it's vendors are mandated reporters for immigration violations.** If this changes in the future, all diocesan organizations and affiliations will be informed immediately. It is at the discretion of the individual to decide if they do or do not want to provide their information for a background check. However, if they do not complete all of paperwork for a background check they cannot work or volunteer with young people and should consider other types of ministry that do not involve youth.