



Sample Reminder Email for Background Check Renewal - Individual

Dear [Name of Youth Worker],

It is time to renew your background check, in compliance with the Greek Orthodox Archdiocese – Policies for the Safety of Children and Youth.

Within the next 24 hours, we will begin to order your background check. You will receive an email from backgroundcheck@praesidiuminc.com with a unique link to submit your information and consent to the background check. Make sure to click the link and submit the information as soon as possible. The link expires two (2) weeks after it is issued and results can take at least 3-5 business days.

If you do not receive this email from Praesidium within 48 hours of this email, please check your Junk/Spam folder first. If it is not in your Junk/Spam folder, please email your Parish Youth Safety Administrator, [Name and Email of Parish Youth Safety Admin]. The Praesidium Support Team is also available to help you log in or connect to your account. Please feel free to reach out to them at support@praesidiuminc.com.

Your background check is to be completed and cleared by no later than [MM/DD/YYYY]. Failure to complete this requirement will result in your inability to serve as a youth worker in your parish.

Please direct any questions regarding the Youth Safety requirements to your Parish Youth Safety Administrator. Thank you for your continued dedication and commitment to a safe environment!

[Parish Administrator Name]

[Name of Parish] Parish Youth Safety Administrator

[Parish Administrator Contact Info – Email and/or Phone]