

## **Diocese of the Mid-Atlantic Background Check Instructions for the Ordination Process**

The Diocese requires an Oxford Document Management Company Background Check. When the aspirant's application is received in the DOMA office, an invoice will be sent to the aspirant for \$180.00. This may be paid by check or online.

When the invoice has been paid, the background check process will begin.

Oxford Document Management Company will send you a packet of information within a week. The sooner you complete the forms and send them back to Oxford, the sooner the process can be completed. Accuracy is very important in filling out the Oxford forms. Time has been lost when reference letters are returned because of a wrong zip code or a missing apartment or suite number.

Since it usually takes 2-3 months for the background check to be completed, it is important for the invoice to be paid and the forms provided by Oxford Document Management Company completed promptly.

***IMPORTANT NOTE: Make two photocopies of the information you submit to Oxford Document Management Company. Keep one copy in case your forms are lost in the mail. Send the other copy to:***

The Rev. Greg Hampton  
Canon to the Ordinary  
Diocese of the Mid-Atlantic  
14851 Gideon Drive  
Woodbridge, VA 22192  
[greg.hampton@anglicandoma.org](mailto:greg.hampton@anglicandoma.org)

If you have any questions about the background check, contact Greg Hampton, [greg.hampton@anglicandoma.org](mailto:greg.hampton@anglicandoma.org).