



SAFE ENVIRONMENT COMPLIANCE CHECKLIST

Parish/School/Institution _____ City _____ Date Sent to DOY _____

Compliance Officer _____ Phone _____ Email _____

Send this form to the Diocesan Safe Environment Coordinator as persons are **added, updated, or removed**. **Send updates** as requirements are completed. **Type or print with complete address. All fields must be completed.** Reproduce this form as needed. **Keep a copy for your records.**

Name/ Address/City/Zip	New/Update/ Remove	Ministry/Job Performed	Code*	DATE Background Check Completed ~or~ Request Copy	BCI Or FBI	DATE Authorization/ Verification Acknowledgement	DATE VIRTUS Training Completed

***Code** **P** = Priest
D = Deacon
S = Seminarian
R = Religious (*Brother or Sister*)

E = Educator (*salaried teachers, principals, and administrators in schools*)
EM = Employee (*all paid persons*)
VC = Volunteer working with children (*unpaid persons*)

Mail: Catholic Diocese of Youngstown
 Attn: Dominic Colucy, Safe Environment Coordinator
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Fax: 330-744-5099
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