



**OFFICE OF SAFE ENVIRONMENT**  
**Change of Location Form**

***Compliant Person Changing or Adding a Location:***

Print Legal Name: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_

Current Home Address: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Current Parish/School/Institution (and City): \_\_\_\_\_

Current Safe Environment Role: \_\_\_\_\_

**Changing** or **Adding** a Location: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

New Parish/School/Institution (and City): \_\_\_\_\_

Safe Environment Role at New Location: \_\_\_\_\_

***Form Completed By:***

Print Name of Compliance Officer: \_\_\_\_\_

Compliance Officer Signature: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

***This form must be completed by a Compliance Officer and a paper or electronic copy must be sent to the Safe Environment Coordinator to complete the process.***