

**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.**

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| **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** |
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**Mail:** Catholic Diocese of Youngstown

Attn: Dominic Colucy, Safe Environment Coordinator

144 W. Wood Street

Youngstown, OH 44503

**Email:** dcolucy@youngstowndiocese.org

**Fax:** 330-744-5099

**Phone:** 330-744-8451 ext. 293 (office)

**\*Code P** = Priest **E** = Educator *(salaried teachers, principals, and administrators in schools)*

**D** = Deacon **EM** = Employee *(all paid persons)*

**S** = Seminarian **VC** = Volunteer working with children *(unpaid persons)*

**R** = Religious *(Brother or Sister)*

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1/13/2020

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