

**Diocese of Allentown**  
**St. Ambrose Church, Schuylkill Haven, PA**

**Safe Environment Requirements**

Rev. August 2022

Have you been Employed or Volunteered at another Diocesan location? If so, where?

**VOLUNTEER Information (all info required):**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Email \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Group(s) Volunteering for (EM, PREP, Pro-Life Min, etc);

1. Please complete the **SHADED AREA ONLY**, and return with any clearances you may have from your employer or another organization.
2. Your information will be reviewed, and this form will be returned to you with instructions to complete the remaining requirements.

☐ **1 Background Check Authorization Form**

☐ **2 FBI Fingerprints**

- Please read the attached Instruction carefully!
- The "official" results will be either **EMAILED** or **MAILED** to you, depending on how you respond. Return original official result, including rap sheets with this packet when complete.

☐ **3 State Police Criminal Record Check (PATCH)**

- Please read the attached Instruction carefully!
- You must **PRINT** the Official Certification at the end, and return it with this packet when complete.

☐ **4 Child Abuse History Certification**

- Please read the attached Instruction carefully!
- You will have a choice at the end of this process, to receive results by **EMAIL OR MAIL**. Please choose email for quicker results.
- Return original clearance result with this packet when complete.

☐ **5 Mandated Reporter Training**

- Please read the attached Instruction carefully!
- You will **RECEIVE** a completion certificate at the end of the training, return the original with this packet when complete.

☐ **6 Protecting God's Children Attendance Certificate  
& Child Protective Services Law**

- Please read the attached Instruction carefully!
- Register for VIRTUS Online Training at [www.virtusonline.org](http://www.virtusonline.org)
- Please print or screenshot the PGC completion certificate at the end of the training, return the original with this packet when complete.
- Please **SIGN** the attached CPSL acknowledgement form, and return with this packet when complete.

☐ **7 DOA Code of Conduct** (Rev. Nov 2022)

- A printed copy is available in the Parish Office, or from your local Safe Environment Coordinator upon request
- Please **SIGN** the attached acknowledgement form, and return with this packet when complete.

☐ **8 DOA Sexual Abuse Policy** (Rev. November 2022)

- A printed copy is available in the Parish Office, or from your local Safe Environment Coordinator upon request
- Please **SIGN** the attached acknowledgement form, and return with this packet when complete.

☐ **8 DOA S.M.E.C.** (Effective Nov. 2022)

- A printed copy is available in the Parish Office, or from your local Safe Environment Coordinator upon request
- Please **SIGN** the attached acknowledgement form, and return with this packet when complete.

☐ **9 National Sex Offender Registry Clearance** (August 2022)

- Please read the attached Instruction carefully!
- Please select Option 4 in the Purpose Section (Volunteer of a child-care provider, group-daycare home or family child care home)
- Return original clearance result with this packet when complete.

☐ **10 Motor Vehicle Requirements** (Please choose all that apply, forms for each are attached) -

**a. Use of a Personally owned or Private vehicle** (running errands, transporting people, etc.)

- **COMPLETE** the Be Smart Drive Safe training at <https://allentown.cmgconnect.org/> **PRINT** and return certificate of completion with this packet.
- **COMPLETE** the attached Driver Information form, and return (with a copy of your driver's license), with this packet when complete.

**b. Use of Diocesan insured vehicles** (owned or rented by the Parish)

- **COMPLETE** the Be Smart Drive Safe training at <https://allentown.cmgconnect.org/> **PRINT** and return certificate of completion with this packet.
- **COMPLETE** the attached Motor Vehicle Record (MVR) form, and return (with a copy of your driver's license), with this packet when complete.

Thank you for sharing your time and talents with St. Ambrose Parish!

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