

VIRTUS/ CHILD AND YOUTH PROTECTION FILE

Each person's file needs to include the following:

1. Virtus course completion certificate
2. A fingerprinting certificate
3. A volunteer application and permission for background check form
4. A signed "Acknowledgment of the Pastoral Code of Conduct" form

Please fill these out and send them to the Parish Office. They can be emailed, faxed, scanned in, electronic signatures, regular mail, or just drop them off.

***Virtus Training**

The diocese is requiring everyone who has contact with children to complete training. If you have taken this class in the class, you must provide proof to the parish office.

Registration is now open. Because the sign up will be posted on the Diocese website, it will be available to anyone in the diocese. Please make sure you sign up as soon as you can to ensure you reserve a spot. Once completed, please make sure the parish office has a copy of your certificate.

***Fingerprinting**

You will need to schedule your own fingerprinting at the following website:
uenroll.identogo.com or call 877-503-5981 (this might be easier).

You will need the following codes:

Service code- 2F1J3Y

Contributor Case Number- MET 066

Miscellaneous Name- St. Bernadette Church, Parlin

Make sure you bring your required documentation as well as your confirmation page to your scheduled appointment.

**The Volunteer Application, Permission for Background Check, and Acknowledgment of the Pastoral Code of Conduct forms may be found in this folder. They also need to be signed and returned.*

If you have any questions, please feel free to contact the parish office.