

**Diocese of Pensacola-Tallahassee
Request for Information All Dioceses in
Compliance with the Charter for the Protection
of Children and Young People**



Please accept this form as our request to verify that the individual listed below has met the following requirements within your diocese or organization:

Name: _____

Phone Number _____

Social Security Number _____ Date of Birth: _____

Requesting for this Parish/School/Organization in Pensacola-Tallahassee Diocese:

Background Investigation
Type of Screening: _____

Date Completed: _____ Cleared: Yes No

Limitations: _____

Safe Environment Training
Date of Training

Title of Program

Diocese/Organization: _____

Name of Person Completing This Form: _____

Signature of Person Completing This Form: _____

Title: _____ Date _____

Thank you for your cooperation.

Sr. Margaret Kuntz, ASCJ
Safe Environment Coordinator

Return completed form to: Diocese of Pensacola-Tallahassee
Department of Christian Formation
P.O. Drawer 13284
Pensacola, FL 32591
Phone: 850-435-3523 Fax: 850-436-6456

Procedure for processing volunteers / employees who are transferring into the Diocese of Pensacola - Tallahassee from another diocese in compliance with the Charter for the Protection of Children and Young People

The Diocese of Pensacola-Tallahassee has decided to accept the "background screening" and "safe environment training" of individuals from all dioceses in compliance with the Bishops' Charter for the Protection Children and Young People.

Evidence of the "background screening" and "safe environment training" should be documented on the attached form. The form should be directed to the transferring individual's home diocese for completion by a responsible official. The completed form is to be returned to the Department of Christian Formation. A copy will be sent to the new parish, school or diocesan entity and should be maintained by the parish, school or diocesan entity along with other "clearance forms" for individuals who serve or work at that location.

Any questions regarding suitability of the transferring individual should be directed to the Office of Christian Formation or the Chancellor's Office.

Evidence of "background screening" must have been completed within the past Five (5) years, in accordance with our diocesan policy. Transferring individuals who were screened by their original diocese more than five (5) years ago must be rescreened in accordance with the policies and procedures of the Diocese of Pensacola-Tallahassee.