

## Instructions for Completing Diocesan Safe Environment Forms:

1. Employee/Volunteer Application—4 pages.
  - Please fill out entire application.
  - Be sure to answer the **yes/no** question on the bottom of page 3.
  - On page 4, be sure put your **initials** (not a check mark) where instructed.
  - Return all 4 pages.
2. Background Check Authority—4 pages.
  - Please read and then fill out the information required on page 1.
  - Be sure **to initial** where required.
  - Return page 1 only.
3. DHHS form—1 page.
  - Please print your name clearly.
  - Please fill out the section including your date of birth, any aliases (or maiden names) you have been known by, your signature, current date and Maine address.
  - **The \$15 fee is waived.**
4. Code of Ethics—19 pages.
  - Please read carefully and fill out the last page completely.
  - Return page 19 only.
5. Return all forms to **your** parish office (**not the Chancery**) for processing
6. Register on VIRTUS Online for continued online training. See directions in packet.

**If you have any questions, feel free to call Mary Brown at 217-6740.**