

SAFE ENVIRONMENT CLEARANCE INSTRUCTIONS

PLEASE PRINT OUT THE 3 or 4 FOLLOWING PAGES:

Pg. 1 – **Documentation Requirements Checklist** – this form explains all you need to do, along with appropriate websites to access for completing the requirements.

**PLEASE COMPLETE THE FOLLOWING FORMS AND
SUBMIT TO THE SAFE ENVIRONMENT OFFICE**

in St. Katherine's Rectory:

Pg. 2 – **Contact Sheet**

Pg. 3 – **Disclosure Statement** – be sure to have someone witness your signature. **SELECT only** the correct Disclosure Statement that applies to you (Volunteer or Employee)

Pg. 4 – **Mandated Reporter Acknowledgement**
(if training occurred prior to 2015)

**Please keep copies of the
above documents for your own records.**

**Thank you and please direct any questions to the
Safe Environment Office
215-637-7548 x224**