



**LOCAL SAFE ENVIRONMENT COORDINATOR (SEC)
APPOINTMENT FORM**

This form is to be used by the pastor, principal, or administrator to notify the Diocese of the appointment of a local Safe Environment Coordinator (SEC) as well as the removal of any previous appointments.

Send the completed form to:

*Diocese of Salt Lake City
Office of Safe Environment
27 C Street
Salt Lake City UT 84103
safeenv@dioslc.org*

Date: _____

This form serves as notification of the appointment of a new Safe Environment Coordinator(s):

Name of Parish/School/
Organization: _____

Name of Appointee: _____

Address: _____

E-Mail Address: _____

Phone Number(s): _____

Name of Appointee 2:
(If Applicable) _____

Address: _____

E-Mail Address: _____

Phone Number(s): _____

For security, privacy and confidentiality, it is important that only those who need Site Admin Access are appointed and have access to the parish/school Safe Environment database.

Please let the Office of Safe Environment know of anyone who is no longer acting as SEC or as an SEC helper that should have Site Admin Access to the database removed.

Name of Previous Appointee: _____
(Site Admin Access to database will be removed)

Additional Individuals with Site Admin Access to be Removed:

Signature of Pastor/Principal/Administrator

Date

Printed Name of Pastor/Principal/Administrator