



Diocese of Tulsa

Authorization for Release of Information

Date: _____ Name of Employee/Covered Volunteer _____

Address _____ City _____ State _____ Zip _____

Phone: _____ SS# _____

I _____ authorize _____ Parish to certify

that I have complied with and completed the requirements necessary to serve as a Employee/Covered Volunteer as set forth in the Roman Catholic Diocese of Tulsa Procedural Manual for Screening and Hiring Church Personnel.

Employee/Covered Volunteer's Signature

Verification of Individual Status

Per your request, _____ has fulfilled all the requirements, in accordance with the *Diocese of Tulsa Procedure Manual For Screen and Hiring Church and School Personnel*, and is in good standing with our parish. The list below reflects the dates these forms and Virtus Training were completed and filed with our office.

Form Name	Date Completed mo./yr.	
	Employee	Cov'd Volunteer
A-1 Sexual Misconduct Policy		
A-2 Sex Offender Search		
A-3 or A-6 OSBI State Criminal History Name Search		
A-4 ChoicePoint Name Criminal County Search or National Search, if unable to fingerprint [Non-residents]		
A-6 OSDE National Fingerprint Criminal Search [Employees & Non-resident] or OSDE State Criminal Search		
E-1 or V-1 Employee/Covered Volunteer Registration		
E-2 or3 or V-2 Employee/Covered Volunteer Reference		
E-7 Employee Code of Ethical Standards/V-4 Covered Volunteer Code of Conduct		
VIRTUS Training		

Name (*Pastor or Appointed Designee*) _____

Title _____

Parish _____

RETURN TO:

Requesting Parish or Diocesan Office _____

Name of Requestor _____

Please Mail _____ Address _____ City _____

State _____ Zip _____ Please Fax: # _____