



ARCHDIOCESE OF BALTIMORE  
 OFFICE OF CHILD AND YOUTH PROTECTION  
**POLICY COMPLIANCE VERIFICATION**  
*for employees of the Archdiocese of Baltimore*

\_\_\_\_\_  
 Last Name First Name Middle

\_\_\_\_\_  
 Site Date Certified

This form verifies that the employee applicant, named above, has completed the required procedures as noted below in compliance with *A Statement of Policy for the Protection of Children and Youth*. This form should be used to track and record completion of the requirements.

Application for Employment has been completed and signed.

\_\_\_\_\_  
 Initial Date

Interview to determine eligibility and suitability.

\_\_\_\_\_  
 Initial Date

Reviewed *A Statement of Policy for the Protection of Children and Youth*.

\_\_\_\_\_  
 Initial Date

Reviewed *Code of Conduct for Church Personnel in the Archdiocese of Baltimore*.

\_\_\_\_\_  
 Initial Date

Three (3) professional references have been checked and documented, if applicable under the *Procedures for Implementation and Compliance*.

\_\_\_\_\_  
 Initial Date

VolunteerSelect Criminal History Screening Consent Form has been signed and a criminal history screening has been completed and results received.

\_\_\_\_\_  
 Initial Date

CJIS/Fingerprint Application completed and sent.

\_\_\_\_\_  
 Initial Date

Applicant has received the required safe environment training regarding child abuse and the protection of children.

\_\_\_\_\_  
 Initial Date

When all requirements have been completed, the employee and Responsible Administrator must sign to confirm. Verification card is completed, detached, and given to employee. Retain this form along with the other required documents in the employee's file.

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Responsible Administrator's Signature

\_\_\_\_\_  
 Date



\*Card must be returned to the Responsible Administrator of the direct employer upon termination of employment.