



Archdiocese of Newark

Department for the Protection of the Faithful
Office of Child and Youth Protection

Centralized Background Checking Cover Sheet

With each background check request, please:

1. Fill out the information below to completion,
2. Place this document on top of each application that you submit, and
3. Scan and email all background check requests to sect@rcan.org or fax to (973) 497-4001 ATTN Office of Child and Youth Protection.

If you should have any questions, please contact Karen Clark karen.clark@rcan.org.

Name of Parish or School	
Name of Town	
Name of Employee/Volunteer	
Employee/Volunteer Virtus ID	
Parish or School (Circle one)	Parish / School
Documentation submitted (Circle all that apply)	Application / Code of Conduct / Protecting God's Children Certificate / Fingerprint appointment confirmation
Position of individual (Circle one)	Employee / Volunteer
Name of Local Safe Environment Coordinator	
E-mail Address of Local Safe Environment Coordinator	

Archdiocesan Pastoral Center

171 Clifton Avenue – Newark, NJ 07104
P: (973) 497-4000 F: (973) 497-4001