

Name: _____

ENTRY CODE # _____
(CODE #Needed for Background Clearance ONLY)

I. BACKGROUND CLEARANCE

- If you are a Catechist, Aide, Coordinator, chairperson or lead person of a ministry or employee see Olga Matias to obtain a code.
- If you are in any other ministry, please see the chairperson or lead person of that ministry to obtain a code.
- Once you have a code, go online to:
- **Volunteers go online to:** www.cdow.org Look for the Logo FSGC, Apply as a Volunteer.
- **Employees or potential employees:** www.cdow.org Apply as an Employee or Potential Employee.
- Applicant uses "Entry Code" to submit clearance form that goes directly to Hyden & Associates for investigation.
- Select the name of the parish or school where you intend to volunteer or coach. Every parish & school is listed in the drop down menu. **MAKE SURE you select: St. Elizabeth Ann Seton**
- Once the investigation is completed a copy of the report will be sent to the Coordinator of Safe Environments, and a copy to the individual for a personal record.
- The Coordinator of Safe Environments will issue a clearance and send the confirmation and clearance certificate to the parish.
- Once you receive an email confirmation that the application was received, please forward it to me at olga.matias@setonparish.net and I will put it into your file.
- Cost for the Clearance is \$30.00. Please make check payable to: St. Elizabeth Ann Seton Church.

II. FOR THE SAKE OF GOD'S CHILDREN (FSGC) VIDEO (No CODE# Needed)

- Visit the Diocesan website: www.cdow.org/fsgc
- On the Homepage click on FSGC logo
- Click on the Safe Environment box
- View all of the FSGC videos – about 30 min. total for the three sections
- After viewing videos, click on "register with the FSGC office".
- Once you receive an email confirmation, please forward it to me at olga.matias@setonparish.net and I will put it into your file.