

Required Forms for the Diocese of Rockford

1. State of Illinois Conviction Information Request Form

Each new employee and/or volunteer in a school or parish, working with or around children or youth, must submit to a State of Illinois Conviction Information Name Check Request. Forms are available from the Illinois State Police by calling 815-740-5216. At this time, the fee for each background check is **\$16**. Information for online requests is available at: www.isp.state.il.us/services/uciaformreq.cfm. The State Police will issue reports; keep one in parish files and give one to the employee and/or volunteer. Each contracted employee verifies their current status annually with the signing of a new contract. A **Verification Form** acknowledging conviction-free status is to be signed annually by all non-contractual personnel and kept in parish/school files.

2. Conviction Information Summary Form

This form is filled out by the administrator/supervisor *before* Conviction Information Request forms are sent to the State Police. This summary sheet is mailed to the Diocesan Department of Educational Services.

3. Acknowledgement of Mandated Reporter Status

Every new employee and/or volunteer in a school or parish, working with or around children, is designated by law to be a mandated reporter of suspected child abuse or neglect. This form is to be read, signed and kept in a personnel file in the parish or school. Forms can be obtained from DCFS. Each contracted employee verifies their current status annually with the signing of a new contract. A **Verification Form** acknowledging mandated reporter status is to be signed annually by all non-contractual personnel and kept in parish/school files.

4. Sexual Misconduct Norms Booklet and Receipt Form

Every employee and/or volunteer in the parish or school must receive this booklet, read it and sign the receipt form. The signed receipt form is to be mailed to the Chancery Office and a copy retained in the parish/school files. Booklets and receipt forms are available, free of cost, from the Chancery by calling 815-399-4300.

5. Code of Pastoral Conduct

Every employee and/or volunteer in the parish or school must receive this booklet, read it and sign the receipt form. The signed receipt form is to be mailed to the Chancery Office and a copy retained in the parish/school files. Booklets and receipt forms are available from the Chancery for \$2, or parishes can make their own copies of the booklet and receipt form at no cost.

6. Protecting God's Children Training

Every employee and/or volunteer in the parish or school who, at any time, has contact with children or youth must participate in the Protecting God's Children program. Deanery Directors of Religious Education and Principals will publicize a timetable of local sessions.

The DCFS abuse hotline phone number is **1-800-25A-BUSE**.

The Office of Diocesan Intervention is: **815-962-9347**.

If you have questions, please call the Catholic Education Office at: 815-399-4300.