



St. Jude the Apostle School

9150 Highland Road • Baton Rouge, LA 70810 • (225) 769-2344 • FAX: (225) 769-0671 • www.stjudebr.org



Dear St. Jude families –

The Diocese of Baton Rouge has adopted *Charter for the Protection of Children and Young People*. Anyone who wants to volunteer in any capacity at St. Jude the Apostle School must be in compliance with this policy. ALL requirements must be met in order to volunteer for the following: room parent, athletic coach, field trip chaperone, cafeteria volunteer, event volunteer, etc.

You only have to complete the Child Protection process once.

Requirements:

- All who are interested in volunteering at St. Jude School must contact our Child Protection Coordinator Lori Layman at llayman@stjudebr.org to complete the pre-check process for child protection.
- You will then be given a special code and directed to the CAPS website at <https://diobr.safeenvironment.org> where you will create a new user account as a volunteer for St. Jude School and complete the *Serving Vulnerable Populations and the Diocesan Code of Ethics*.
- You must complete a background check at Identigo, located on Siegen Lane.
- You must complete the Declaration form.
- You must provide a copy of your Driver's License or Government issued ID.

Requirements must be met at least two weeks prior to volunteering. Please submit the last two documents to the attention of our Child Protection Coordinator Lori Layman. You may reach her at llayman@stjudebr.org if you have any questions regarding this process.

Faith, Academics, Excellence



Fingerprint Service Code Form

Service Name: Louisiana Adam Walsh Act Applicant

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

27KB62

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

When prompted, please enter the following:

ORI (Originating Agency Number) : LAAWA2003

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States



Don't have access to the Internet? You can still schedule an appointment by calling 844-539-5543.

Name of Applicant (Please Print Clearly) _____

Date of Birth (mm/dd/yyyy) _____

Declarations

The **Catholic Diocese of Baton Rouge** appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. **Please read and initial each of the statements below.**

_____ * I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my ministry involvement.

_____ * I hereby authorize the **Catholic Diocese of Baton Rouge** to conduct a personal and professional background check for the purposes of my application at the **Catholic Diocese of Baton Rouge**. The **Catholic Diocese of Baton Rouge** may contact any references, past and current employers, church, youth organizations or agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the **Catholic Diocese of Baton Rouge's** contact with the individuals for purposes of employment or volunteer services.

_____ * I also hereby give complete permission for the **Catholic Diocese of Baton Rouge** to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment or volunteer services.

_____ * I understand that a criminal background check will be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

_____ * I agree to observe all of the **Catholic Diocese of Baton Rouge** guidelines and policies for the program in which I am applying.

_____ * I understand that the **Catholic Diocese of Baton Rouge** has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the **Catholic Diocese of Baton Rouge** cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ * I understand that I can withdraw from the application process at any time.

_____ * I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of the application to provide employment and/or volunteer services and that refusal to inform the **Catholic Diocese of Baton Rouge** of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ * I understand and agree that information may be obtained from sources that I provided above and that this information will be held confidentially by the **Catholic Diocese of Baton Rouge**. I have also read and understand the above stated information within this release and am signing below of my own free will.

_____ * My signature indicates that I have read and understand the above. **Do not sign until you have read and initialed the above statements.**

*Applicant Signature _____ *Date: ____ / ____ / ____

Selected Sites

Please indicate the city and the name of the parishes/schools with which you would like this application to be registered. At least one should be entered.

*City Where Parish is Located	*Name of Parish/School