## **DIOCESE OF NEW ULM - SAFE ENVIRONMENT**

## NOTICE OF CHANGE TO VIRTUS DATABASE

**Local Safe Environment Coordinator to Notify:** 

**Local Safe Environment Coordinator approval:** 

Name

Diocese of New Ulm; c/o Sherry Kalow 1421 6<sup>th</sup> Street N, New Ulm, MN 56073

Phone: 507-233-5308; Fax: 507-354-0268 or skalow@dnu.org

Changes may be e-mailed, faxed, telephoned or mailed in. This form is for your parish/school use as needed. All changes must be approved by the Local Safe Environment Coordinator and then submitted to diocese.

	VIRTUS DATA	ABASE ACCOUNT	
Primary Location:			
First Name	Middle	Last	
	CHANGES TO MAKE		
From Active to Inactive Inactive to Active* From employee or educator to volunteer Volunteer to employee Primary location change to Role: Other:  Effective date: Date requested: by:			*May have additional requirements  DIOCESE NOTATION:  Change made  Date  by  Initials
Local Safe Environment Coordinator approval:			Other required follow up:
Name			
	NOTICE OF CHANGE		
Local Safe Environment Co	1421 6	se of New Ulm; c/o Sher 5 <sup>th</sup> Street N, New Ulm, N 3-5308; Fax: 507-354-02	N 56073
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First Name	Middle	Last	
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			by

Date

Other required follow up: