

## DIOCESE OF NEW ULM - SAFE ENVIRONMENT

### NOTICE OF CHANGE TO VIRTUS DATABASE

**Local Safe Environment Coordinator to Notify:** 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 DATABASE 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:** \_\_\_\_\_

**Local Safe Environment Coordinator approval:**

\_\_\_\_\_  
Name Date

\*May have additional requirements

#### DIOCESE NOTATION:

**Change made** \_\_\_\_\_  
Date

**by** \_\_\_\_\_  
Initials

**Other required follow up:**

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