



DIocese OF DAVENPORT

Safe Environment Office
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VIRTUS TRANSFER FORM / ACTIVATE A PERSON IN VIRTUS

Your assistance is appreciated in completing the following areas that apply before a transaction will take place. Once you have completed the proper Section, please email to Virginia at Trujillo@davenportdiocese.org.

Section A – When a person that needs to be transferred in VIRTUS from our diocese to another diocese

Section B – A person that needs to be transferred in VIRTUS from another diocese to our diocese.

Section C – A person that needs to be activated in VIRTUS

Section A: Transfer from our diocese to another diocese Employee/Volunteer/Teacher/Coach/Priest/etc. Last Name: _____ First Name: _____ Maiden Name(if applicable): _____ Diocese where the person is going: (City/State) _____ Date of the person's training in PGC: _____ Location of Training: _____ Name and Town of the school/parish: _____ Address: _____ Phone#: _____ Email: _____ User id for VIRTUS: _____	Completed by the local administrator
Section B: Transfer from another diocese to our diocese Employee/Volunteer/Teacher/Coach/Priest/etc. Last Name: _____ First Name: _____ Maiden Name(if applicable): _____ Diocese where the person is coming from: (City/State) _____ Date of the person's training in PGC: _____ Location of Training: _____ Name and Town of the school/parish going to attend in our diocese: _____ Their role at the new location: _____ Address: _____ Email: _____ Phone#: _____ User id for VIRTUS: _____	Completed by the local administrator
Section C: Activate or Inactivate a person in VIRTUS Employee/Volunteer/Teacher/Coach/Priest/etc. Last Name: _____ First Name: _____ Maiden Name(if applicable): _____ Name and Town of your location: _____ Their role at the new location: _____ Their Address: _____ Their Email: _____ Their Phone#: _____	Completed by the local administrator

Your name: _____

Parish/School: _____

Date: _____

Town: _____