



# DIOCESE OF DAVENPORT

Safe Environment Office

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## VIRTUS TRANSFER FORM / ACTIVATE / INACTIVATE 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](mailto: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 or inactivated in VIRTUS

<b>Section A: Transfer from our diocese to another diocese</b>	<b>Completed by the local administrator</b>
Employee    Volunteer    Teacher    Coach    Priest    Other _____	
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 in VIRTUS: _____
<b>Section B: Transfer from another diocese to our diocese</b>	<b>Completed by the local administrator</b>
Employee    Volunteer    Teacher    Coach    Priest    Other _____	
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 in VIRTUS: _____	
<b>Section C:    Activate or    Inactivate a person in VIRTUS</b>	<b>Completed by the local administrator</b>
Employee    Volunteer    Teacher    Coach    Priest    Other _____	
Last Name: _____	First Name: _____
Maiden Name(if applicable): _____	
Name and Town of your location: _____	
User id in VIRTUS: _____	
Their role at the new location: _____	Their Address: _____
Their Email: _____	Their Phone#: _____

Your name: \_\_\_\_\_

Parish/School: \_\_\_\_\_

Date: \_\_\_\_\_

Town: \_\_\_\_\_