

Letter to Filers On  
Centralized Diocesan Database  
Letter to those required to fill out electronic database file

Dear Co-Worker in Christ:

We are all aware of the grave problem of the abuse of children that exists within society. Each of us must do all that we can to help protect those children entrusted to us. This is especially important for those that work and minister in the Church.

As a critical part of our safe environment policy for young people, the Diocese of Pittsburgh is creating a centralized electronic database of those that work and minister in the Church who have contact with young people under the age of 18. To create this secured diocesan database, all who have contact with the youth of our parish are now required to create an electronic file by completing an application. This includes any clergy, religious, employee or volunteer in the parish who have contact with youth in their work or ministry.

The centralized diocesan database is our means to ensure that the Church – locally and nationally – not only fulfills the mandate of the Church in the United States as outlined in the *Charter for the Protection of Children and Young People* and the clear requirements of the 2004 diocesan policy, but also meets the requirements of state and federal law.

Most important, this centralized database is vital in sustaining a safe environment for our children throughout the Diocese of Pittsburgh. We can expect nothing less of ourselves as we seek not only to fulfill mandates, but indeed to be the standard-bearer in society for the protection of young people.

Completing the application that will create your file for the diocesan database will take about 20 minutes of your time. If you have access to the Internet at home, at work, or at the local library, you can complete the application online. If you do not have access to the Internet, or are uncomfortable completing the application online, you can obtain a paper copy of the application, fill it out and return it to the parish.

Thank you so much for all you do for the Church, and for helping to ensure that our parishes, schools and ministries are safe environments for our children.

**DO NOT complete this application if you are applying for employment.  
Apply directly to the parish or school.**

**DO NOT complete this application if you are a Catholic school parent interested in  
volunteering until you have been instructed to do so by the school principal.**