

To: *Responsible Administrator of Parish/School*

From: *Administrator/Supervisor of Third Party (Independent Contractors, Vendors, Lessees, Outside Groups, or Non-Archdiocesan Educational Providers)*

Re: Criminal background check verification

Date: *Date*

I verify that all employees, agents, volunteers, and subcontractors of the **THIRD PARTY** have been screened through a criminal background check which revealed no incidents of abuse, neglect, misconduct with minors, or other criminal activity that would render them unsafe to have contact with minors.

Administrator/Supervisor of Third Party