

Date

Parish Address

Dear _____

I am writing to you in relation to your application to volunteer within the Archdiocese of Armagh. I am now ready to move on to the next stage of the process.

Enclosed are the relevant forms, which I need you to complete in their entirety:

1. Confidential Declaration Form - complete and return to Andy Thomson at the Northern Dioceses Office (addressed envelope enclosed).
2. Identity Verification Form - once completed present it in person to the ***Parish Safeguarding Representative*** along with the original documentation required.
3. Access N.I. Form - return to ***Parish Safeguarding Representative*** with the above ID Verification Form.

Please note this form must be completed in black ink, using block capitals and writing within the boxes as the form is electronically read, otherwise the form will be returned.

Thank you for your patience and co-operation. I will advise you accordingly when the process is fully completed.

Yours sincerely

Parish Safeguarding Representative

Encs.