The Episcopal Diocese of San Diego

MEMO

To: Rector/Vicar/Priest-in-charge

From Diocesan Registrar

Subject: Tab B-3 Certification Forms and Instructions

Upon employee, volunteer, vestries, etc. completing the readings required on B-3 certification form(s), have a hard copy of form (with signature) returned to your church and/or the Office of the Bishop. ***Directions for where forms are to be kept are located at the bottom of each certification.***

Most paperwork is to be kept in your church's permanent records. Since certification forms are kept in the church files, an individual will need to complete each specific form only once. This simplifies the process of those who cycle in and out of church positions, such as vestry member or lay licensed parishioner.

The Office of the Bishop asks ***only*** for the B-3 certification forms that specifically indicate they are to be kept in the diocesan office records. They include clergy, governing body of the diocese and church certifications. Other individual certifications should ***not*** be sent to the Office of the Bishop.

Please address completed paperwork sent to the Office of the Bishop– Attention: Diocesan Registrar.

Reminder certification reading regarding "Safeguarding God's People (SGP) Policy Manual with Revisions", the "California State Requirements"- Summary of Child Abuse Statutes and Report Requirements of the State of California" and the "Arizona Child Welfare Information" can be viewed on the diocesan website. The documents are listed under "Document and Forms", "Safeguarding God's People".

Thank you.