

Guidelines for the use of  
The Disclosure and Release Form

1. The Disclosure and Release Form is a legal document. The signer is giving the Diocese of Camden permission to perform a criminal history background check. The Disclosure and Release Form must be signed even before the individual is fingerprinted.
2. A copy of the Disclosure and Release Form must be in the Office of Child and Youth Protection before the individual is fingerprinted.
  - a. It can be faxed to 856-583-1045, USPS mailed, or emailed to [rherrera@camdendiocese.org](mailto:rherrera@camdendiocese.org)
  - b. The local Safe Environment Coordinator keeps a copy and the individual who signs the document should keep the original.
3. The Disclosure and Release Form used by your location will have the Location Name filled in and the Location Number which will look like this: CAMXXX. The three XXXs will be your unique three-digit code number assigned to you by the Office of Child and Youth Protection.
4. Position means “volunteer” or “employee”.
5. If you have an individual who is an undocumented resident, please contact the Office of Child and Youth Protection about how to proceed.