



Archdiocese  
of Vancouver

**Resignation of Parish Screening Coordinator (PSC)  
or Assistant PSC**

Parish	
Name of Pastor	
Name of PSC	

I, the undersigned, no longer wish to be the Parish Screening Coordinator for the parish named above.

I ask the Safe Environment Coordinator to amend the records for this parish, and remove me from the mailing list for Safe Environment updates for the Archdiocese of Vancouver.

I understand that all Safe Environment records and confidential information are property of the parish, and I will return any such records and information that I have in my possession to the parish as soon as possible.

I will also provide the parish with any passwords or other information necessary to carry on the Safe Environment work, for example access codes and passwords for the e-mail account used to receive results of police record checks from the Ministry of Justice.

\_\_\_\_\_  
Parish Screening Coordinator's signature

\_\_\_\_\_  
Date

A signed copy of this letter should go into the parish Safe Environment files, and be scanned and transmitted to the Archdiocesan Safe Environment Coordinator.