

# **Certification for Any Entity Providing Goods or Services to the Diocese of Kansas City – St. Joseph and Any of its Members**

The Catholic Diocese of Kansas City-St. Joseph appreciates your willingness to share your gifts and skills with us. As part of our mission to provide a safe and secure environment for our parishioners, employees, students, teachers, and any others who may be on our premises or property, we require that all vendors, contractors and subcontractors who may potentially come into contact with or work where minors are present in any way on the premises of a Diocesan place of business provide certain information regarding their organization and employees, and certify that such information is correct. You must **read, sign and adhere to the Vendor/Contractor Code of Ethical Conduct**. Additionally, one representative from all contractors and vendors must complete and keep updated the following CERTIFICATION Form.

## **VENDOR/CONTRACTOR INFORMATION**

Name of Company:

Type of Organization (corporation, partnership, limited liability company) and Place of Domicile

Last Name of Owner:

First Name of Owner:

Phone:

Email address:

Address:

City, State, Zip:

Last Name of Person Completing this Form:  
(if different than Owner)

First Name of Person Completing this Form:

Position/Title of Person Completing this Form:

Address (if different than above):

City, State, Zip:

Phone:

Email Address:

Which parish(es) or school(s) or Diocesan Institution(s) will the company be serving? Indicate name and location.

What services will the company be performing at said parish(es) or school(s) or Diocesan Institution(s)?

What will be the length of the project or work to be performed at said institution(s)? (Dates)

To be signed by any individual proprietor or by a representative of any company, contractor, vendor or consultant representing employees who may come into contact with or work where minors are present on diocesan premises.

How many times per week will the Company's employees be on the property of said institution(s)?

By signing this Certification Form, I hereby represent and agree that I am duly authorized to act for and on behalf of the Company and to execute and deliver this Certification Form on behalf of the Company, and that this Certification Form is and shall be binding upon the Company.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EMPLOYEE INFORMATION**

Names and positions of all employees, agents, contractors or subcontractors of the Company who will be on the property of a Diocesan place of business who may potentially come into contact with or work near minors in any ways. Please attach a list of employees if you need more space.

Employee Name	Position	Diocesan Location	Name of Supervisor
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**CERTIFICATION** – Please read each statement and **initial** on the line to the left.

\_\_\_\_ I certify that all of the employees listed above have completed a background clearance check.

\_\_\_\_ I certify that none of the employees listed above is either awaiting trial or has ever been convicted or has ever admitted in open court or pursuant to a plea agreement to having committed any type of a violent crime against a person or a sexual offense requiring them to be placed on the sexual offender registry either in Missouri or in any other state.

\_\_\_\_ I certify that no employee of the Company or any of its contractors or subcontractors has been adjudicated to be or is a registered sex offender.

\_\_\_\_ I certify that all employees will observe the Catholic Diocese of Kansas City-St. Joseph rules and regulations while on the property of any parish, school or Diocesan place of business, and that all employees will conduct themselves in a professional manner and will exhibit the respect and good behavior that is required in the presence of children and in sacred places.

\_\_\_\_ I certify that I will update this form as any new employees are hired who may potentially come into contact or work near minors at a Diocesan school, church or place of business. I further certify that all statements and information contained in this compliance form are true and that any misrepresentation or omission is cause for rejection of the Company's permission to be on the property of the Diocese of Kansas City-St. Joseph, and that any misrepresentation or omission is cause for the termination and /or cancellation of any contract with said place of business.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date