

**To host diocese/parish**

When signed and stamped in color, this certifies the adults named herein have met all safe environment requirements of the Diocese of Birmingham in Alabama. For more information contact:

Office for Youth  
Diocese of Birmingham  
(205) 838-8301

Diocese of Birmingham in Alabama  
**Permit to Travel (PT-1)**

Please Print Clearly

Send to: Office for Youth  
PO Box 12047  
Birmingham, AL 35202-2047  
(205) 838-8301

Needed for travel with minors (more than 150 miles or out of state)  
Schools file form FT-1 with the Superintendent of Catholic Schools

1. Please contact the diocesan safe environment coordinator if international travel is planned (205-838-8301)
2. Read the diocesan youth protection policy before planning your trip
3. Complete this form and send it to the address above
4. Allow at least 14 days for processing
5. All youth protection training dates will be verified against diocesan records

Church \_\_\_\_\_ City \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

From: \_\_\_\_\_ To (City/State): \_\_\_\_\_

Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Estimated Mileage (Round trip) \_\_\_\_\_

Cell Phone for Group While Traveling (Include Area Code) \_\_\_\_\_

**Adult Leadership**

★At least one adult has a first aid certificate and one adult has a CPR certificate

**Adult in Charge While Gone (Group Leader) Minimum Age 21:**

(stamp) Name \_\_\_\_\_  Female  Male Age \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone Number(s) –with area code- \_\_\_\_\_

Attendance at Diocese of Birmingham Youth Protection 1 \_\_\_/\_\_\_/\_\_\_ Youth Protection 2 \_\_\_/\_\_\_/\_\_\_

First Aid Certificate  CPR Certificate  Background Check<sup>1</sup>

Other training/experience that has prepared this adult to supervise young people and adults while traveling: \_\_\_\_\_

**Other Adults (Age 21 and Over):**

Name	Age	Sex	Youth Protection 1 Date	Phone	CPR Certificate	1 <sup>st</sup> Aid Certificate	Back. Check <sup>1</sup>
			___/___/___		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			___/___/___		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			___/___/___		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			___/___/___		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			___/___/___		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup>Parish certifies that a criminal background check has been cleared and is on file in the parish office. Background check has been approved by the Pastor and has been conducted within 3 years.

Arrangements made for Sunday Mass: \_\_\_\_\_

- First aid kit and road safety kit (jack, fire extinguisher, etc.) in each vehicle
- Group Leader will have with him/her a signed original form CH-1 for each minor and CH-2 for each person over 18
- All adults have completed "Youth Protection 1" as conducted by Department of Catholic Education and Lifelong Formation, Diocese of Birmingham. Session completion must be within 3 years of trip
- Travel will be limited to a maximum of 500 miles (or less) per day, regardless of the number of drivers. Exception: When traveling commercially
- Traffic laws and rules of the road will be enforced at all time
- Drivers will not use cell phone or other electronic device (including navigational aid) while vehicle is moving
- Tobacco use will not be permitted while in the presence of minors
- The consumption of alcohol will not be permitted for anyone (adult or youth) during the entire trip
- Swimming will take place only when properly certified lifeguards are present *and* in-charge of swimmers. Standard youth/adult ratios apply. All adults are to observe swimmers and assist supervision
- All surf-swimmers will be instructed in how to survive undertow – before they enter the water
- All beach warnings will be obeyed     The current "Guide to Safe Ministry" was used for planning

## Group Description

Number    Age Group

\_\_\_\_\_ 8 through 10

\_\_\_\_\_ 11 through 14

\_\_\_\_\_ 15 through 17

\_\_\_\_\_ **Total Youth**

\_\_\_\_\_ Total Boys

\_\_\_\_\_ Total Girls

\_\_\_\_\_ Male Young Adults (ages 18 through 20)

\_\_\_\_\_ Female Young Adults (ages 18 through 20)

\_\_\_\_\_ Male Adults (Ages 21 and over)

\_\_\_\_\_ Female Adults (Ages 21 and over)

Group will travel by:  Car

(Check all that apply)  Bus

Train

Airplane

Canoe/Boat

Van

Foot

Bicycle

Other \_\_\_\_\_

Group will travel with another group with a  Female or  Male adult leader. This adult has met all Diocese of Birmingham rules for Youth Protection. All minors will be responsible to her/him.

Name of adult \_\_\_\_\_

Church/city \_\_\_\_\_

Phone(s) \_\_\_\_\_

## High Risk Activities

Check here if no high risk activities

This trip will include the following high risk activities:

- Rafting,  Canoeing,  Swimming,  Climbing,  Rappelling,  Sailing,  Deep Water Activity,
- Parasailing,  Beach,  Skiing (snow or water),  Boarding,  Other \_\_\_\_\_

Precautions taken to ensure that high risk activities are as safe as possible:

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**Itinerary – Use extra paper if needed**

Date	Departure City	Destination City	Mileage	Specific Overnight Location

**Vehicle and Driver Information (Not Needed for Commercial Carriers)**

Kind & Year of Vehicle	Driver	Owner	Passenger Capacity	MVR <sup>1</sup>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

<sup>1</sup>Parish has on file a copy of the driver record check (MVR)

- Check here if all travel will be by way of commercial carrier
- All vehicles are in good working condition with a functioning seatbelt for each passenger
- Passengers are never permitted to ride on or in a vehicle of any kind except in an approved seat with a seatbelt

**Incomplete Forms Cannot be Accepted – Keep Photocopies of all Documents**

This certifies that all information on this form is accurate and complete. All appropriate policies (including Youth Protection policies) of the Diocese of Birmingham have been observed in planning and will be enforced during the entire trip.

**Group Leader** Signature \_\_\_\_\_ Date \_\_\_\_\_

I give permission for travel as described above: **Pastor's Signature** \_\_\_\_\_

Print Pastor's Name \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

**Diocesan Endorsement:** By \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ (stamp)

**04-2008**