

# METROPOLITAN TRIBUNAL

## ARCHDIOCESE OF ATLANTA



Dear Applicant,

Thank you for your interest in becoming an Advocate in the Metropolitan Tribunal of the Archdiocese of Atlanta.

The work of Advocates is to assist both Catholics and non-Catholics requesting an examination of the validity of a prior marriage. Advocates are trained through a distance-learning program administered by the Tribunal. Upon successful completion of the coursework, candidates are recommended to the Archbishop for approval to serve as Advocates in the Metropolitan Tribunal. Once trained Advocates are equipped to:

- Assess a petitioner's circumstances and determine the most appropriate process(es);
- Carefully explain the process(es) needed and what is required of the petitioner;
- Assist the petitioner in writing a narrative concerning the prior marriage, when needed;
- Propose grounds when required in a case;
- Carefully examine each application for completeness and accuracy prior to submission;
- Provide prompt responses to the petitioner's phone calls and emails;
- Provide prompt responses to letters, phone calls, and emails from the Tribunal;
- Assist the petitioner in the protection of their rights;
- Submit a well-argued, well-written brief to the Tribunal in a timely manner.

Along with your application to the Tribunal Advocate Program you will need to submit a letter of recommendation from your pastor if you are not already a current Case Sponsor. You will also need to complete the VIRTUS safe environment program and a background check. If you are an active volunteer at your parish you may have already fulfilled these requirements. Contained in this packet is the Volunteer Application and Background Check paperwork. To sign up for the VIRTUS program please visit the Archdiocesan Safe Environment Training webpage. If you have any questions, please call Christine DiMartino, Senior Office Administrator of the Metropolitan Tribunal at 404-920-7509 or [cdimartino@archatl.com](mailto:cdimartino@archatl.com).

Once you have fulfilled the above requirements and have been accepted for training you will receive information regarding your first lesson. Please feel free to contact me at 404-920-7501 or [jtovar@archatl.com](mailto:jtovar@archatl.com) if you have any questions.

Yours in Christ,

Joe F. Tovar  
Chief Advocate

Enclosures

# METROPOLITAN TRIBUNAL

ARCHDIOCESE OF ATLANTA



## TRIBUNAL ADVOCATE PROGRAM APPLICATION

NAME: \_\_\_\_\_  
If Other, please describe \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMAIL(S): \_\_\_\_\_

PHONE: Cell \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_

PARISH: \_\_\_\_\_ City: \_\_\_\_\_

### MARITAL STATUS:

If you are married, were you married in Catholic Church?

Have you ever been divorced?

Was the marriage annulled?

If you remarried, Is your current marriage recognized  
by the Catholic church?

EMPLOYER: \_\_\_\_\_  
Job Title: \_\_\_\_\_

FOREIGN LANGUAGE SKILLS: \_\_\_\_\_

DO YOU HAVE ANY SPECIAL NEEDS OR LIMITATIONS THAT MAY IMPACT YOUR  
MINISTRY: If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

### MINISTRIES (that apply; C=Current/Active, P=Past service)

Faith Formation: Catechist	Adult	Assistant Catechist	Youth
Education: RCIA Team		Scripture Study	
Liturgy: Lector	Communion	Music	Usher
Service: Ministry to the Sick		Community Outreach	
Other (please describe): _____			

Have you completed the [VIRTUS Protecting God's Children Training](#) and Background check?

If yes, when did you complete the training? \_\_\_\_\_  
(If you have not been an active volunteer in the parish in the past year, renewal of the Safe Environment paperwork is required)

### HAVE YOU EVER BEEN INVOLVED IN A NULLITY PROCESS?

If so, in what role? \_\_\_\_\_

If as a Case Sponsor, when did you serve? \_\_\_\_\_

Name: \_\_\_\_\_

**AVAILABILITY:**

When does your schedule allow meetings: Day Evenings Weekends

Do you have transportation available to you? Yes No

Are you regularly absent from the Archdiocese for extended periods? Yes No

Is there anything that would seriously limit your availability? Yes No

If yes, please describe \_\_\_\_\_

**DISCERNMENT:** Advocacy is a ministry to which God calls us to use our gifts for others. Why do you want to be an Advocate?

Which of your gifts will be especially helpful to this ministry?

Do you have experience in counseling or advocacy? Yes No

If yes, please describe

Is there anything else we should know about you with regard to this ministry?

Signature

Date

**OFFICE USE ONLY:**

\_\_\_\_\_ Recommendation letter from Pastor  
 \_\_\_\_\_ Is this an Active Volunteer in the parish in the past year?  
 \_\_\_\_\_ Date of [VIRTUS Protecting God's Children Training](#)  
 \_\_\_\_\_ Date of Background check, Volunteer Application, Acknowledgement Forms  
 \_\_\_\_\_ Date completed Advocate Training Course  
 \_\_\_\_\_ Date Approved by Judicial Vicar \_\_\_\_\_  
 \_\_\_\_\_ Date of Oath of Office



# VOLUNTEER APPLICATION

ARCHDIOCESE OF ATLANTA

(Unpaid Workers)

Parish/School/Agency Name:

## Volunteer Profile

The climate in the United States at this point in history is such that a concern about potential liability is raised in every sector of American life, including the Church. This is coupled with a heightening awareness of a responsibility to ensure that those who act in the name of the Church would never violate basic Christian decency.

In order to protect the Church, those whom it serves and those who serve it, we ask you to complete the form below. A physical copy of each application for volunteer service will be kept on file for one (1) year following the termination of the volunteer's service, and an electronic copy of the application will be kept for fifty (50) years following the destruction of the physical document.

Name: \_\_\_\_\_  
 (Last) (First) (Middle Initial)

Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: XXX - XX - \_\_\_\_\_

## VOLUNTEER HISTORY

Please list your last three volunteer activities, starting with the most recent.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## PERSONAL INFORMATION

1. Have you ever been charged with, arrested for, or convicted of a crime other than a minor traffic violation?

☐ Yes ☐ No

If yes, explain fully the circumstances. (Such charge or conviction may be relevant if job related, but does not bar you from volunteering.)

2. Have you ever been the subject of an investigation involving an allegation of sexual abuse? ☐ Yes ☐ No

If yes, please explain:

3. Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse? ☐ Yes ☐ No

If yes, give a short explanation of the complaint. (Please indicate the date, nature, and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.)

4. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse by you? ☐ Yes ☐ No

If yes, please give a short explanation of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

e. Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you? ☐ Yes ☐ No

If yes, give a short description of the treatment, including date(s), nature and locations(s), identifying the treating physician with name, address, and telephone number.

## **IMPORTANT:**

Volunteers who will have **any** contact with children and/or vulnerable individuals must complete all Safe Environment requirements which include:

- ☐ Volunteer application
- ☐ Background screening\*
- ☐ Acknowledgement of Archdiocesan Safe Environment policies
- ☐ Safe Environment training – VIRTUS Protecting God's Children

## **FOR PARISH/SCHOOL/AGENCY USE ONLY**

INTERVIEWED

By: \_\_\_\_\_

Date: \_\_\_\_\_

POSITION ASSIGNED:

\_\_\_\_\_

a. Is the position to which the volunteer has been assigned one that requires screening? ☐ Yes ☐ No

If yes, has the screening been completed? ☐ Yes ☐ No

b. Is the position to which the volunteer has been assigned one that requires that references be contacted? ☐ Yes ☐ No

If yes, have the references been contacted? ☐ Yes ☐ No

\_\_\_\_\_  
Signature of Supervisor/  
Department Head

\_\_\_\_\_  
Date

**ACCEPTED:**

\_\_\_\_\_  
Signature of Pastor/Principal

\_\_\_\_\_  
Date

\*Background screenings can only be processed if candidate has a valid social security number. Volunteers without a SSN, must provide the locations with three references and the references must be checked prior to beginning any volunteer work.

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## Acknowledgment of Receipt and Compliance Safe Environment Standards of Conduct Archdiocese of Atlanta



The Archdiocese of Atlanta (“Archdiocese”) has adopted policies and standards of conduct as an integral part of its Safe Environment program. These policies and standards of conduct are contained in the Archdiocese’s Safe Environment booklet incorporating each of the following:

- Sexual Abuse Policy
- Code of Conduct
- Ministerial Standards for Adults Who Have Regular Contact with Children and/or Vulnerable Individuals
- Policy concerning the Protection of Disabled Adults and Elder Persons
- Social Media Policy

By signing below, I hereby acknowledge that I have received information on how to find a copy of the Safe Environment policy booklet in the Archdiocesan website and that I have read the booklet in its entirety, including each of the policies and standards of conduct described above, and I agree to conduct myself in full compliance with all Safe Environment policies and standards of conduct stated in the Safe Environment booklet and as may be adopted by the Archdiocese in the future. This also confirms that I will attend a [VIRTUS Protecting God’s Children training](#) before I begin paid or volunteer work for the Archdiocese of Atlanta or within 60 days of my scheduled start date\*. I understand that the Archdiocese shall rely on this signed Acknowledgment of Receipt and Compliance to ensure my acceptance and full agreement with all said Safe Environment policies and standards. This signed Acknowledgment will be maintained in my personnel file.

\*The 60 day grace period is ONLY applicable for employees and/or volunteers who DO NOT work with children and/or vulnerable adults.

Name: \_\_\_\_\_

[Please type or print]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parish/School/Organization: \_\_\_\_\_

Please check one:

- |  |   |
|--|---|
| <input type="checkbox"/> Priest                                    | <input type="checkbox"/> Employee               |
| <input type="checkbox"/> Order Priest                              | <input type="checkbox"/> Independent Contractor |
| <input type="checkbox"/> Deacon                                    | <input type="checkbox"/> Volunteer              |
| <input type="checkbox"/> Religious Brother or Sister               |   |
| <input type="checkbox"/> Seminarian                                |   |
| <input type="checkbox"/> Aspirant/Candidate to Permanent Diaconate |   |



### Consent to Request Consumer Report & Investigative Consumer Report Information

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Applicant's First Name or Initial

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Last Name

I understand that the Archdiocese of Atlanta ('COMPANY') will use **Sterling InfoSystems Inc., 249 West 17th Street, New York, NY 10011, (877) 424-2457** to obtain a consumer report and/or investigative consumer report ("Report") as part of the hiring process. I also understand that if hired, to the extent permitted by law, COMPANY may obtain further Reports from STERLING so as to update, renew or extend my employment.

I understand **Sterling InfoSystems Inc.'s** ("STERLING") investigation may include obtaining information regarding my credit background, bankruptcies, lawsuits, judgments, paid tax liens, unlawful detainer actions, failure to pay spousal or child support, accounts placed for collection, character, general reputation, personal characteristics and standard of living, driving record and criminal record, subject to any limitations imposed by applicable federal and state law. I understand such information may be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge. If an investigative consumer report is being requested, I understand such information may be obtained through any means, including but not limited to personal interviews with my acquaintances and/or associates or with others whom I am acquainted.

The nature and scope of the investigation sought is indicated by the selected services below: **(Employer Use Only)**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Criminal Background Check | <input type="checkbox"/> Education Verification             | <input type="checkbox"/> Sex Offender Search                         |
| <input type="checkbox"/> SSN Trace                 | <input type="checkbox"/> Employment Verification            | <input type="checkbox"/> OFAC/Terrorist Watch List                   |
| <input type="checkbox"/> Motor Vehicle Report      | <input type="checkbox"/> Personal Reference                 | <input type="checkbox"/> Fraud & Abuse Control Info System (FACIS®)  |
| <input type="checkbox"/> Consumer Credit Report    | <input type="checkbox"/> Professional License/Certification | <input type="checkbox"/> Office of Inspector General Sanctions (OIG) |
| <input type="checkbox"/> Other Please List:        |   |  |

I acknowledge receipt of the attached summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively "Summaries of Rights").

This consent will not affect my ability to question or dispute the accuracy of any information contained in a Report. I understand if COMPANY makes a conditional decision to disqualify me based all or in part on my Report, I will be provided with a copy of the Report and another copy of the Summaries of Rights, and if I disagree with the accuracy of the purported disqualifying information in the Report, I must notify COMPANY within five business days of my receipt of the Report that I am challenging the accuracy of such information with STERLING.

I hereby consent to this investigation and authorize COMPANY to procure a Report on my background.

In order to verify my identity for the purposes of Report preparation, I am voluntarily releasing my date of birth, social security number and the other information and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

The name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries regarding the investigative consumer report is:

Sterling Infosystems, Inc. | 249 W 17<sup>th</sup> St. 6<sup>th</sup> Floor, New York, NY 10011 | 877-424-2457 | or | 5750 West Oaks Boulevard, Ste. 100 Rocklin, CA 95765 | 800-943-2589 | or | 629 Cedar Creek Grade, Winchester, VA 22601 | 866-266-3444

☐ **California, Maine, Massachusetts, Minnesota, New Jersey & Oklahoma Applicants Only:** I have the right to request a copy of any Report obtained by COMPANY from STERLING by checking the box. (Check only if you wish to receive a copy)

☐ **California, Connecticut, Maryland, Oregon, Vermont and Washington State Applicants Only (AS APPLICABLE):** I further understand that COMPANY will not obtain information about my credit history, credit worthiness, credit standing, or credit capacity unless: (i) the information is required by law; (ii) I am seeking employment with a financial institution (California, Connecticut and Vermont only – in California the financial institution must be subject to Sections 6801-6809 of the U.S. Code and in Vermont it must be a financial institution as defined in 8 V.S.A. § 11101(32) or a credit union as defined in 8 V.S.A. § 30101(5)); (iii) I am seeking employment with a financial institution that accepts deposits that are insured by a federal agency, or an affiliate or subsidiary of the financial institution or a credit union share guaranty corporation that is approved by the Maryland Commissioner of Financial Regulation or an entity or an affiliate of the entity that is registered as an investment advisor with the United States Securities and Exchange Commission (Maryland only); (iv) I am seeking employment in a position which involves access to confidential financial information (Vermont only); (v) I am seeking employment in a position which requires a financial fiduciary responsibility to the



employer or a client of the employer, including the authority to issue payments, collect debts, transfer money, or enter into contracts (Vermont only); (vi) COMPANY can demonstrate that the information is a valid and reliable predictor of employee performance in the specific position being sought or held; (vii) I am seeking employment in a position that involves access to an employer's payroll information (Vermont only); (viii) **the information is substantially job related, and the bona fide reasons for using the information are disclosed to me in writing, (complete the question below)** (Connecticut, Maryland, Oregon and Washington only); (ix) I am seeking employment as a covered law enforcement officer, emergency medical personnel, firefighter police officer, peace officer or other law enforcement position (California, Oregon and Vermont only - in Oregon the police or peace officer position must be sought with a federally insured bank or credit union and in Vermont the law enforcement officer position must be as defined in 20 V.S.A. § 2358, the emergency medical personnel must be as defined in 24 V.S.A. § 2651(6), and the firefighter position must be as defined in 20 V.S.A. § 3151(3)); (x) the COMPANY reasonably believes I have engaged in specific activity that constitutes a violation of law related to my employment (Connecticut only); (xi) I am seeking a position with the state Department of Justice (California only); (xii) I am seeking a position as an exempt managerial employee (California only); and/or (xiii) I am seeking employment in a position (other than regular solicitation of credit card applications at a retail establishment) that involves regular access to all of the following personal information of any one person: bank or credit card account information, social security number, and date of birth,, I am seeking employment in a position that requires me to be a named signatory on the employer's bank or credit card or otherwise authorized to enter into financial contracts on behalf of the employer, I am seeking employment in a position that involves access to confidential or proprietary information of the Company or regular access to \$10,000 or more in cash (California only).

**Bona fide reasons why COMPANY considers credit information substantially job related (complete if this is the sole basis for obtaining credit information) or in California and Vermont the COMPANY'S basis for the credit check.**

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**NY Applicants Only:** I also acknowledge that I have received the attached copy of Article 23A of New York's Correction Law. I further understand that I may request a copy of any investigative consumer report by contacting STERLING. I further understand that I will be advised if any further checks are requested and provided the name and address of the consumer reporting agency.

**California Applicants and Residents:** If I am applying for employment in California or reside in California, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, and, if I appear in person and furnish proper identification; I am entitled to a copy of the file for a fee not to exceed the actual costs of duplication. I am entitled to be accompanied by one person of my choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if I make a written request, with proper identification, for copies to be sent to a specified addressee. I can also request a summary of the information to be provided by telephone if I make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to me. I further understand that the investigative consumer reporting agency shall provide trained personnel to explain to me any of the information furnished to me; I shall receive from the investigative consumer reporting agency a written explanation of any coded information contained in files maintained on me. "Proper identification" as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card and credit cards. I understand that I can access the following website <http://sterlinginfosystems.com/privacy> to view STERLING'S privacy practices, including information with respect to STERLING'S preparation and processing of investigative consumer reports and guidance as to whether my personal information will be sent outside the United States or its territories.

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**Signature:**

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**Today's Date:**

[illegible][illegible][illegible][illegible][illegible][illegible]

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[illegible][illegible][illegible][illegible][illegible][illegible][illegible]



**Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture