



**MINISTRY CLEARANCE REQUEST FORM
Visiting Clergy/Laity Engaged in Ministry**

Directions: This form must be submitted to the Office of the Vicar General before visiting clergy/laity may be invited to minister in this Diocese. Please **allow four to six weeks** for processing.

For Clergy: Complete pages 1, 2 & Review page 3
For Laity: Complete pages 1, 2 & Review page 4

<p>Date: <input style="width: 450px; height: 25px;" type="text"/></p> <p>Visiting Clergy/ Lay Minister: <input style="width: 360px; height: 25px;" type="text"/></p> <p>Address: <input style="width: 430px; height: 25px;" type="text"/></p> <p>City: <input style="width: 200px; height: 25px;" type="text"/> State: <input style="width: 60px; height: 25px;" type="text"/> Zip: <input style="width: 90px; height: 25px;" type="text"/></p> <p>Home Diocese: <input style="width: 360px; height: 25px;" type="text"/></p> <p>Phone #: <input style="width: 360px; height: 25px;" type="text"/></p> <p>Cell Phone: <input style="width: 360px; height: 25px;" type="text"/></p>	<p>Contact/ Host Name: <input style="width: 230px; height: 25px;" type="text"/></p> <p>Address: <input style="width: 320px; height: 25px;" type="text"/></p> <p>City: <input style="width: 260px; height: 25px;" type="text"/></p> <p>St: <input style="width: 60px; height: 25px;" type="text"/> Zip Code: <input style="width: 130px; height: 25px;" type="text"/></p> <p>Parish/Organization Name: <input style="width: 320px; height: 25px;" type="text"/></p> <p>Phone: <input style="width: 260px; height: 25px;" type="text"/></p>
<p>EVENT INFORMATION</p> <p>Date(s) of Event: <input style="width: 360px; height: 25px;" type="text"/></p> <p>Event Title: <input style="width: 360px; height: 25px;" type="text"/> <i>(if applicable)</i></p> <p>Location of Event: <input style="width: 360px; height: 25px;" type="text"/></p> <p>Expected Audience: <input type="radio"/> Adults <input type="radio"/> Children/Youth</p> <p>What organization does the lay minister represent? <input style="width: 430px; height: 25px;" type="text"/></p> <p style="text-align: center; margin-top: 10px;">In the case of speakers or presenter, please attach background information (Curriculum vitae).</p>	

Send to:
**OFFICE OF THE VICAR GENERAL
DIOCESE OF SALT LAKE CITY
27 C Street
Salt Lake City, UT USA 84103-2302
safeenv@dioslc.org**



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

Include information about the individual's qualifications and organization represented:

What is the purpose of this event? _____

Which area of formation would this individual address with the group?

- _____ Theological Formation
- _____ Spiritual Formation
- _____ Human Formation
- _____ Pastoral Formation
- _____ Other: _____

Has this individual ever addressed this audience previously? If yes, when was the event and what are the reasons for having the person return? _____

If applicable, will this person promote the vision of the Bishop for evangelization and catechesis within the Diocese of Salt Lake City? _____

Submitted by: _____

Dated: _____



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

CLERGY
Prepare on home diocesan or
parish letterhead; signed by
Ordinary or Pastor.

**TESTIMONIAL OF SUITABILITY FOR
CLERGY EXERCISING PUBLIC MINISTRY**

The Reverend _____ is seeking to exercise public ministry in the Diocese of Salt Lake City, Utah, USA. In order to do so, the following must be verified by his Diocesan Ordinary or Major Religious Superior.

I have carefully reviewed the personnel file of _____ and all other records we maintain and have likewise consulted with those who have served in ministry with him. Based on these inquiries, and on my own personal knowledge, I assure you that nothing in his background in any way limits or disqualifies him for ministry. I am aware of nothing that renders him unsuitable to work with minor children and have no knowledge that he has a current untreated alcohol or substance abuse problem.

Signature (Ordinary/Major Superior)

Date

Arch/Diocese / Religious Community

SEAL

Church at which ministry is to take place and date _____

Note: The completed document is to be filed in the parish for all priests and deacons wishing to exercise public ministry in the Diocese of Salt Lake City.



VISITING LAITY
Prepare on home diocesan
or parish letterhead; signed
by Ordinary or Pastor.

MINISTRY CLEARANCE REQUEST FORM
Visiting Laity Engaged in Ministry with Children and Youth
(Under Age 18)

Lay visitors from within the United States seeking to perform public ministry with minors in the Diocese of Salt Lake City must provide verification from their home diocese that they have successfully completed requirements for compliance with their diocesan Safe Environment Program before being allowed to minister to children. The letter should be prepared on diocesan or parish letterhead, signed by the Ordinary or Pastor and should contain the following information:

Example: I certify that _____, who is seeking to perform public ministry with minors in the Diocese of Salt Lake City, has successfully completed all requirements for compliance with our diocesan Safe Environment Program. There is nothing in his/her record that would render him/her unsuitable to work with children.

Lay visitors from outside the United States seeking to perform public ministry with minors in the Diocese of Salt Lake City must provide written verification from their home diocese that they are suitable to work with children. A letter from the home diocese, prepared on diocesan or parish letterhead, signed by the Ordinary or pastor and should contain the following information:

Example: After a review of any existing records and consultation with others who have ministered with _____, I certify that there is no indication of anything that would render him/her unsuitable from performing public ministry with minors in the Diocese of Salt Lake City.

In addition, lay visitors from outside the United States must complete the Diocese of Salt Lake City Safe Environment On-line Training before being allowed to minister to children. Either the Certificate of Completion of this training or a letter signed by the local Director of Safe Environment of the hosting parish/school/organization indicating the date that the lay visitor completed the training should accompany the Ministry Clearance Form.