



DIRECTIONS

For Catholic Clergy: Submit a *Letter of Suitability* from your Diocesan Ordinary or Major Religious Superior to the Office of the Vicar General. That is all you need.

For All Others: Have your Pastor or Diocesan Official apply their seal upon completing pages 1 and 2. If ministering to minors then also complete page 3. Then submit everything to the Office of the Vicar General.

Date:

Contact/
Host Name:

Visiting Clergy/
Lay Minister:

Address:

Address:

City:

City: State: Zip:

St: Zip Code:

Home Diocese:

Parish/Organization Name:

Phone #:

Cell Phone:

Phone:

EVENT INFORMATION

Date(s) of Event:

Event Title:
(if applicable)

Location of Event:

Expected Audience: Adults
 Children/Youth

Postal Mail to:
Office of the Vicar General
27 C Street
Salt Lake City, UT
USA 84103-2302

Or Email to:
vicar.general@dioslc.org

What organization does the **lay minister** represent?

In the case of speakers or presenter, please attach background information (Curriculum vitae).



**DIOCESE OF SALT LAKE CITY
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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? _____

Signature of Pastor or Diocesan Official

Signature of Vicar General
Diocese of Salt Lake City

Seal

Dated



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

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:

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:

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.