



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

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

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

Clergy: Complete page 1 (**only**) and complete document entitled Testimonial of Suitability for Clergy Exercising Public Ministry.
Laity: Complete pages 1, 2 and 3 of this form.

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| <p>Date: <input style="width: 90%;" type="text"/></p> <p>Visiting Clergy/ Lay Minister: <input style="width: 90%;" type="text"/></p> <p>Address: <input style="width: 90%;" type="text"/></p> <p>City: <input style="width: 25%;" type="text"/> State: <input style="width: 10%;" type="text"/> Zip: <input style="width: 20%;" type="text"/></p> <p>Home Diocese: <input style="width: 90%;" type="text"/></p> <p>Phone #: <input style="width: 90%;" type="text"/></p> <p>Cell Phone: <input style="width: 90%;" type="text"/></p> | <p>Contact/ Host Name: <input style="width: 90%;" type="text"/></p> <p>Address: <input style="width: 90%;" type="text"/></p> <p>City: <input style="width: 90%;" type="text"/></p> <p>St: <input style="width: 10%;" type="text"/> Zip Code: <input style="width: 20%;" type="text"/></p> <p>Parish/Organization Name: <input style="width: 90%;" type="text"/></p> <p>Phone: <input style="width: 90%;" type="text"/></p> |
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EVENT INFORMATION

Date(s) of Event:

Event Title:
(if applicable)

Location of Event:

Send to:
OFFICE OF THE BISHOP
27 C Street
Salt Lake City, UT
USA 84103-2302
Or email to bishop.office@dioslc.org

Expected Audience: Adults
 Children/Youth

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

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



**MINISTRY CLEARANCE REQUEST FORM – VISITING LAITY
(CONTINUED)**

How did you decide to invite this presenter? Include information about the speaker's qualifications and organization represented: _____

What is the purpose of this event? _____

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

Theological Formation

Spiritual Formation

Human Formation

Pastoral Formation

Other: _____

Has this speaker ever addressed this audience previously? If yes, when was the event and what are the reasons for having the speaker 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**

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.