



Request for Letter of Suitability

YOUR NAME _____

YOUR CURRENT PARISH ASSIGNMENT _____

DIOCESE YOU ARE VISITING: _____

(If you have the Bishop's name and address you get bonus points = faster turnaround)

BISHOP'S NAME _____

DIOCESE MAILING ADDRESS _____

PARISH WITHIN THE DIOCESE _____

(Address, phone number, fax number & email address gets bonus points and a faster turnaround)

PASTOR'S NAME _____

PARISH MAILING ADDRESS _____

DATES OF YOUR VISIT _____ (all-inclusive dates)

PURPOSE OF YOUR VISIT _____

(family parish, baptism, assist at Mass, witness wedding, funeral, etc.....)

Additional Information that may be useful _____

Normally the letter is addressed to the Bishop of the Diocese, a courtesy copy is sent to the pastor of the parish and a scan of the signed letter is sent to you via email. That way the remote Diocese has it in case you end up a different parish, the pastor has it and knows that it went to the Diocese, and you have it in case everyone else loses their copy. For instances where time is of the essence (funerals), I will send the scan copy via email to the Bishop's assistant and to the pastor of the remote parish and let them know the original is in the mail.

Please submit this form with as much lead time as possible, in most instances if two weeks is plenty of time. I do understand emergencies happen; I can fit those in when necessary.