



**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 Vicar General, approved, and returned to you before visiting clergy/laity may begin to minister in this Diocese of Salt Lake City. Please allow ample time for processing.

**For Catholic Clergy:** Submit a *Letter of Suitability* from your Diocesan Ordinary or Major Religious Superior  
**For All Others:** Complete pages 1 and 2. Complete page 3 if ministering to minors.

<p><b>Date:</b> <input style="width: 100%;" type="text"/></p> <p><b>Visiting Clergy/ Lay Minister:</b> <input style="width: 100%;" type="text"/></p> <p><b>Address:</b> <input style="width: 100%;" type="text"/></p> <p><b>City:</b> <input style="width: 25%;" type="text"/> <b>State:</b> <input style="width: 10%;" type="text"/> <b>Zip:</b> <input style="width: 20%;" type="text"/></p> <p><b>Home Diocese:</b> <input style="width: 100%;" type="text"/></p> <p><b>Phone #:</b> <input style="width: 100%;" type="text"/></p> <p><b>Cell Phone:</b> <input style="width: 100%;" type="text"/></p>	<p><b>Contact/ Host Name:</b> <input style="width: 100%;" type="text"/></p> <p><b>Address:</b> <input style="width: 100%;" type="text"/></p> <p><b>City:</b> <input style="width: 100%;" type="text"/></p> <p><b>St:</b> <input style="width: 10%;" type="text"/> <b>Zip Code:</b> <input style="width: 20%;" type="text"/></p> <p><b>Parish/Organization Name:</b> <input style="width: 100%;" type="text"/></p> <p><b>Phone:</b> <input style="width: 100%;" type="text"/></p>
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**EVENT INFORMATION**

**Date(s) of Event:**

**Event Title:**   
*(if applicable)*

**Location of Event:**

**Expected Audience:**  Adults  
 Children/Youth

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

**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\*\*](mailto:vicar.general@dioslc.org)

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



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

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What is the purpose of this event? \_\_\_\_\_

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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? \_\_\_\_\_

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

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Submitted by: \_\_\_\_\_

Dated: \_\_\_\_\_

Vicar General: \_\_\_\_\_

Dated: \_\_\_\_\_

Approval

Seal



**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.