**Request for Letter of Good Standing or Celebret card\***

*Required for all priests and deacons from the Diocese of Buffalo who*

*are traveling to* ***another diocese*** *to exercise ministry.*

**Procedure:**

1. **Fill out form below completely.**
2. **Submit this form to the Chancery for approval *at least 3 weeks in advance of proposed ministry date(s)***

**(except for funerals). Email completed form to** **mjablonski@buffalodiocese.org** **or fax to 716-847-5557.**

1. **Approval for your request will be reviewed *including confirmation of current VIRTUS training and bulletins*.**
2. **A Letter of Good Standing and/or Celebret card is generated by Chancery staff and a copy retained in requestor’s file.**
3. **Three (3) copies of the letter will be mailed: one copy is sent to the Bishop of the Diocese/Archdiocese being visited,**

**one copy to the Pastor of the parish being visited, and one copy to the clergy member requesting the letter.**

|  |  |
| --- | --- |
| **Date of request:** |  |
| **Clergy member requesting letter:** |  |
| Address: |  |
| Phone number: |  |
| Email: |  |
| **Name of parish/other site being visited:** |  |
| Pastor or other person responsible: |  |
| Address: |  |
| Phone Number: |  |
| **Diocese/Archdiocese being visited:** |  |
| Bishop/Archbishop of diocese: |  |
| Address: |  |
| Phone number: |  |
| **Travel dates: *(Leaving & Returning)*** |  |
| **Purpose of trip:** |  |
| **Additional information:** |  |

***For Office Use Only:***

***VIRTUS status verified:* ⬜ *Copy mailed to Diocese:* ⬜ *Copy mailed to Clergy:* ⬜**

***File copy:* ⬜ *Copy mailed to Parish:* ⬜**

***Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\*Celebret cards are issued for international travel or when visiting multiple destinations.***