

## 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](mailto:mjablonski@buffalodiocese.org) or fax to 716-847-5557.
3. Approval for your request will be reviewed including confirmation of current VIRTUS training and bulletins.
4. A Letter of Good Standing and/or Celebret card is generated by Chancery staff and a copy retained in requestor's file.
5. 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.

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

### 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.*