

(arch)diocesan Letterhead

[Date]

Diocese of Reno
Attn: Chancellor Dcn. Don Cauley,
290 South Arlington Avenue
Reno, NV 89501-1713

Dear Deacon Don,

This letter is to certify that Reverend/Deacon [Priest/Deacon First and Last Name] is an incardinated priest/deacon in good standing in the (Arch)Diocese of [Diocese name, State]. His date of birth is [DOB] and date of ordination is [DOO]. He is currently serves as [Parochial Vicar/Pastor/Deacon] at [Parish] in [City], [State]. He was invited to [State specific ministry] at [Parish Name/Location] in [City], Nevada within the Diocese of Reno on/from [date/dates of ministry].

After reviewing his personnel file and from my personal knowledge, I state without qualification that Father/Deacon [Priest's/Deacon's Last Name] has:

1. Never been suspended or otherwise canonically disciplined;
2. Never had criminal charges brought against him;
3. Not manifested behavioral problems in the past that would indicate he might deal with minors or vulnerable adults in an inappropriate manner;
4. Never been involved in an incident which called into question his fitness or suitability to fulfill the responsibilities and duties of his priestly/diaconate ministry due to alcohol abuse, substance abuse, or other causes;
5. No other particular mental or physical attribute, condition, and/or past situation which would adversely affect his performance or priestly ministry.
6. Completed Safe Environment Training, background check, and is in compliance with our diocesan requirements for protecting children and vulnerable adults.

Based on my inquiries, I affirm that Father/Deacon [Priest's/Deacon's Last Name] is of good character and reputation. Any courtesy extended to him will be greatly appreciated.

Respectfully in Christ,

[Title and Name]
Chancellor

Diocesan seal.

Cc: Fr. [Pastor of parish where clergyman will be ministering to]