



Deacon Rick Wells, J.C.L., Chancellor, Diocese of St. Petersburg  
P.O. Box 40200, St. Petersburg, FL 33743-0200

Phone: (727) 341-6832; Fax: (727) 345-3086

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## CLEARANCE PROCEDURES FOR VISITING RELIGIOUS BROTHERS AND SISTERS

### CLEARANCE OF RELIGIOUS SISTERS AND BROTHERS

If you are planning to invite a Religious Sister or Brother to speak or give a parish mission, please contact Sr. Marlene Weidenborner, O.S.F., Vicar for Religious, for clearance:

Address: P.O. Box 40200, St. Petersburg, FL 33743-0200

Phone: (727) 341-6827

Fax: (727) 374-0207

E-mail: [smw@dosp.org](mailto:smw@dosp.org)

All Religious Sisters or Brothers planning to come to the Diocese of St. Petersburg for the aforementioned purposes must have a statement of good standing from their superior before coming to the Diocese of St. Petersburg.

They must also have the written approval of the pastor of the parish or the administrator of the diocesan entity where the event is taking place. The Office of the Vicar for Religious should be notified of their coming and the purpose of the visit at least two (2) weeks prior to the event.

In order to obtain clearance from the Sister's or Brother's religious superior, the Office of the Vicar for Religious will need the following information:

- Name of Religious Sister or Brother
- Religious order (including provincial's name and province, address and phone number)
- Dates planning to be in the diocese
- Purpose of the visit
- Approval of parish pastor or administrator of diocesan entity where the event is taking place

If the Religious Sister or Brother will be coming from a foreign country and plans to work in the Diocese of St. Petersburg, he/she will be required to obtain an R-1 Temporary Religious Worker visa. If this is the case, the inviting pastor or administrator of the entity must inform the Office of the Chancellor, allowing a minimum of six (6) months to comply with this requirement.

**Please write or fax the information to our Office of the Vicar for Religious using the form included on the next page.**



## CLEARANCE REQUEST FOR MEN AND WOMEN RELIGIOUS

**PLEASE NOTE:** This form is to be completed by the inviting parish or entity.

Date	
Requested by (Name, position)	
Inviting Parish/School/Office	
Inviting Entity's Fax, e-mail or phone	
Reason/Event	
Date and location(s) of Event	
Name of Religious to be cleared	
Religious Order	
Superior's Name	
Superior's Address	
Signature of Parish Pastor or Administrator of Entity where Presentation is to occur	
OR, printed name and signature of delegate in the absence of Pastor/Administrator of Entity.	

**PLEASE RETURN TO:**

**Sr. Marlene Weidenborner, O.S.F., Vicar for Religious  
Diocese of St. Petersburg  
P.O. Box 40200  
St. Petersburg, FL 33743-0200**

**OR BY FAX:**

**(727) 374-0207**

**OR, COMPLETE AND SCAN THIS DOCUMENT AND ATTACH BY E-MAIL TO: [smw@dosp.org](mailto:smw@dosp.org)**