



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 PRIESTS AND DEACONS

### CLEARANCE OF PRIESTS & DEACONS SEEKING TO PERFORM MINISTRY

All priests and deacons coming to the diocese to perform any priestly ministry such as, *baptisms, weddings, funerals or parish missions* must be in good standing and cleared by the ordinary of their diocese or religious institute 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 Chancellor's Office 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 priest's or deacon's respective diocese or religious community, the Chancellor's Office will need the following information:

- Priest or deacon's name
- Diocese or religious order (including provincial's name and province, address and phone number)
- Dates when the priest or deacon plans to be in the Diocese of St. Petersburg
- Purpose of the visit

Even if the priest or deacon has been in the diocese before, the Chancellor's Office will need to ensure in each case that the priest's documentation and clearance is current.

### PRIESTS FOR SUMMER OR WINTER SUPPLY

If you are making arrangements for a priest to come to your parish for "summer supply" or any other time of the year, please follow the same guidelines as above. In addition, if a priest is coming from a foreign country and plans to work in the Diocese of St. Petersburg, he will be required to obtain an R-1 Temporary Religious Worker visa. If this is the case, the inviting pastor must inform this Office, allowing a minimum of six (6) months to comply with this requirement.

Health insurance will be provided by the parish for those priests working in the diocese longer than two (2) months.

**Please mail, fax or e-mail the information to María T. González using the form included on the next page.**



## CLEARANCE REQUEST FOR PRIESTS AND DEACONS

**PLEASE NOTE:** This form is to be completed by the inviting parish or other 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 invited Priest/Deacon	
(Arch)Diocese OR Religious Order of Priest/Deacon	
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:** Chancellor's Office  
Diocese of St. Petersburg  
P.O. Box 40200  
St. Petersburg, FL 33743-0200

**OR BY FAX:** (727) 345-3086

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