

Letter is on official letterhead

Most Reverend Jaime Soto
Bishop of Sacramento
2110 Broadway
Sacramento, CA 95818

Your Excellency:

In accordance with the guidelines approved by the United States Conference of Catholic Bishops, this is to certify that the

Reverend your name

(born *00/00/0000*, ordained *00/00/0000*), a priest serving in the Arch/Diocese/Province of *provide name*, is in good standing with the Arch/Diocese/Province of *provide name*. Rev. *your name* is the *your title* of *name of parish assigned to* in *city, state*.

[Include if he will be giving a presentation: He was invited to speak at the state name of event, workshop, mission, or talk at name of parish Parish, city, on date or dates of visit.]

[Include if he will be ministering liturgically: With your permission, Father your name would like to celebrate the state what type of liturgy you will celebrating and for whom at name of parish Parish, city, on date of liturgy/or dates of visit.]

In regard to Father *your name* I am able to make the following statements:

- He is a person of good moral character and reputation.
- I know nothing which would in any way limit or disqualify him from this ministry.
- I am unaware of anything in his background which would render him unsuitable to work with minors or vulnerable adults.
- I am unaware of any incident in which he may have been involved which would adversely affect his performance as a priest.
- To the best of my knowledge, he does not have a current, untreated alcohol or substance abuse problem, nor does he have a current untreated emotional or mental health problem.
- He is in compliance with our policies and procedures related to the protection of children and young people.

Respectfully in Christ,

Name and Title

Letter is signed by an ordinary or his delegate.

Please affix the seal of the arch/diocese or province.

(Today's date: *00/00/0000*. Effective dates: *00/00/0000 through 00/00/0000*.)

cc: Uli Schmitt, Director of Clergy Coordination and Formation, Diocese of Sacramento (via email to uschmitt@scd.org)