

Letter is on official letterhead

Date

Mail original letter to:

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

Your Excellency:

Provide name is a lay member of the *provide name of Arch/Diocese/Province* and is currently a member of *name of parish* in *city, state*. *He/She* was invited to speak at the *name of event, workshop, mission, or talk* at *name of parish* Parish, *city*, on *date or dates of visit*. I am able to make each of the statements listed below:

- *He/She* is a Catholic in good standing with the Arch/Diocese/Province of *provide name*.
- *He/She* is a person of good moral character and reputation.
- *He/She* is in compliance with all of our Safe Environment requirements for the protection of minors and vulnerable adults.
- I know of nothing that would in any way limit or disqualify *him/her* from ministry, including with minors and vulnerable adults.

Based on my inquiries, *provide name* is fully qualified to serve as a lay person in an effective and suitable manner.

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.

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