

**LETTER IN GOOD STANDING  
FOR PERFORMING MINISTRY IN ANOTHER DIOCESE**

**REQUEST FORM**

Per the USCCB guidelines and can. 903 CIC, dioceses require our priests and deacons to have a **letter in good standing** which is sent to the ordinary of the diocese where ministry will be exercised. Copies of the letter are sent to the parish being visited and to the priest requesting the letter.

To make a request, please provide the required information in the form below and send to the Bishop's office by letter or email [bishop@davenportdiocese.org](mailto:bishop@davenportdiocese.org). The request form can be found on the diocesan website at <http://www.davenportdiocese.org/library-2>. Download and save the form with a subject line of "*Letter in Good Standing Request*" before completing.

Please allow a minimum of two weeks for this to be processed accordingly. In the event of a funeral, every effort will be made to expedite the letter in good standing.

NAME		
REASON FOR REQUEST (specific ministry, vacation, etc.) (include details, i.e., names for baptism, wedding, funeral, etc.)		
DATES (If multiple visits to the same diocese are expected in a one-year's time, please note in "multiple visits" box.)	(one-time only)	(multiple visits to same diocese)
ARCH/DIOCESE (or religious order) BEING VISITED (include name and address of ordinary/superior)		
PARISH BEING VISITED (include name of pastor and name and address of parish)		
COMMENTS		

NOTE: Any clergy coming to the Diocese of Davenport to perform any ministry, even if for only one event, needs to provide the office of the Bishop this documentation from his own diocese or religious superior.