



ARCHDIOCESE OF LOS ANGELES

GUIDELINES for Requesting a Letter of Good Standing for Non-Clergy

Per the United States Conference of Catholic Bishops (USCCB) guidelines, the Archdiocese of Los Angeles requires non-clergy to request a **Letter of Good Standing** which is sent to the Chancery of the (Arch)diocese where ministry will be exercised. A copy of the letter may also be sent to the parish being visited.

To request a Letter of Good Standing, please provide the following information and send it to: Archdiocese of Los Angeles, Office of the Chancellor, 3424 Wilshire Boulevard, Los Angeles, CA 90010-2241, at least four weeks prior to the request date of ministry for this to be processed accordingly and in a timely manner:

1. Your complete name and title, home address, phone number and email address
2. Home parish, name of pastor and complete address (including city and zip)
3. Current ministry, i.e., catechist, school teacher, campus minister, staff of a Catholic institution, retreat leader, paid staff, volunteer, other
4. Reason for Request
 - a. Specific details regarding event, retreat, conference, presentation, etc. – i.e., event theme
 - b. Title of presentation, date(s), time(s) and specific location, i.e., name and address of venue if other than a parish (see 6. below)
5. (Arch)diocese being visited
 - a. Include name of Bishop, (Arch)diocese and complete address
6. Parish being visited
 - a. Include name of pastor and name and address of parish
7. Verification from pastor that there are no impediments or incapacities which may adversely affect one's ability to serve as a speaker, etc.
8. Verification speaker has participated in an adult training program for the protection of children and young people (VIRTUS® or a recognized equivalent) and has been background checked:
 - a. Copy of most recent "Certificate of Training Attendance"
 - b. Proof of background clearance, i.e., copy of "Request for Live Scan Service" or equivalent

Once we have received the required information and documentation, your request for a Letter of Good Standing will be prepared and forwarded to the visiting (Arch)diocese.

March 30, 2016