

Chancellor's Office Checklist of Required Forms & Due Dates

Parish & Institution Forms/Reports

- Official Catholic Directory Report September 28th
Make sure your numbers match those on the Status Animarum
- Parish Necrology list (For New Earth remembrance in Nov.) October 21st
- EMHC Renewal Report. (Terms expire end of October) October 21st
- Parish Board (Lay Officer) Notification Form & \$10.00 filing fee November 1st
Make check payable to the Diocese of Fargo
- Status Animarum November 1st
- October Weekend Mass Census First Monday of November
NOTE – The completed Mass Census form goes to your Dean
- Parish Marriage Records January 31st
If any dispensations were requested, but the marriage was not performed, please return these dispensations with a note.
- Parish Financial Reports January 31st
If your parish is on a June-June Fiscal Year, send your reports in by July 31st
- Annual Civil Corporation Reporting Form January 31st
NOTE – The Annual Civil Corporation Reporting Form is filled out by the Chancery and sent directly to the Secretary of State's Office for North Dakota. If it comes to the parish, please mail it to the Chancery. You should not have to do anything on this one, unless you receive it by mistake.

The gift and duty of each parish priest to “carry out the offices of teaching, sanctifying and ruling” (Canon 519) is deemed to be sufficient motivation for administering the necessary paperwork. The responsibility of fulfilling these tasks in a timely manner is solely the responsibility of the parish priest.

For additional information or assistance, feel free to contact the Chancellor's office at (701) 356-7950. My assistant, Tamara, and I are happy to be of service.
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