Request Form for Incoming Priests, Deacons and/or Speakers

Please use this form for incoming Priests, Deacons or Speakers for any substitutes, sacraments, parish missions, retreats, workshops, etc. Any time a Priest, Deacon or Speaker <u>NOT</u> affiliated with the Fargo Diocese celebrates a sacrament or gives a presentation on Church property or on behalf of the Church, it is appropriate to use this form. The requesting organization must assure a background check is complete for lay speakers.

Approval for this event has been	given by:	on:
	given by:Pastor Name	Date
Parish/Inst. Name:	Parish/Inst. contact perso	n:
Phone Number:	Event Date(s):	
Please check all that apply:		
The Person named below is a:	☐ Priest ☐ Deacon ☐ Religio	us
This Person will be:	 ☐ Speaking ☐ Main Celebrant ☐ Substitute ☐ Witnessing Marriage ☐ Baptism 	uting Concelebrating
Event Description (retreat, mission, conference, etc.):		
*Name of incoming Priest/Deaco	n/Speaker:	
Phone:	Address:	
E-mail:	Website:	
*From what Diocese/Religious Institution/Employment:		
*Contact Person (Diocese, Religious Superior, etc.):		
Address:		
Phone:E-mail:		
*Required Information (No approval process will begin without this!)		
Any other pertinent information:		
(Diocesan Use Only – Date and initial)		
Date letter of good standing requested: Date received:		
Date background check approved: Chancery Approved		
Parish/Inst. Notified (date):		

(Return this form to Chancellor, Pastoral Center, 5201 Bishops Blvd. Ste A, Fargo, ND 58104-7605.)

Revised: 9/2015