

# ARCHDIOCESE OF SEATTLE

## Ministry Clearance for Visiting Laity Request Form

Please submit all requests to Beata Gando, [beata.gando@seattlearch.org](mailto:beata.gando@seattlearch.org);  
206 274-7672 • fax 206-264-2084

**PLEASE NOTE:** A minimum of eight weeks is required to complete the request. Submissions outside of this timeline are not guaranteed to receive clearance. Approved requests will be provided via email correspondence.

### **Personal Information (Speaker/Presenter):**

**Name:**

**Title/Occupation:**

**Diocese of Residence:**

**Parish:**

**Parish Phone:**

**Parish Fax:**

**Parish Address:**

**Pastor:**

**Type of Ministry (e.g., speaker, musician, support person, etc.):**

### **Event Information:**

**Title:**

**Date(s):**

**Location:**

**Audience:**

**Will the presenter have access to youth and/or vulnerable adults?**

**If yes, then explain interaction:**

**The following information needs to be provided (attach to email with this form):**

1. A letter from your Pastor stating knowledge and consent of the proposed invitation.
2. A letter of recommendation from the speaker's pastor and/or the Arch/bishop or his representative from the Arch/diocese the speaker resides in.
3. A copy of the speaker's curriculum vitae or other background information, such as printed publications or websites related to the topic on which the person will be speaking.

**Host Contact Information (Requester):**

**Name:**

**Title/Occupation:**

**Parish/Organization:**

**Address:**

**Email:**

**Phone:**

**Fax:**

**Please verify that you have completed an extensive internet background check on the proposed speaker to verify that his/her presentations conform to Church teaching on this requested topic. YES \_\_\_\_\_**

**What is the purpose of the event at which this person will be speaking?**

**Has this person spoken or ministered to this audience before? If yes, when was the event and what are the reasons for having he/she return?**

**Are you aware of any divergence on this speaker's past from any Church teachings or any people who might find the speaker or his/her content controversial, unorthodox or problematic? If so, please describe...**

**YOUR REQUEST FOR THIS SPEAKER INDICATES THAT YOU HAVE COMPLETED DUE DILIGENCE IN REVIEWING HIS/HER BACKGROUND AND YOU ARE SUBMITTING APPROVAL FORMS FROM THE PERSON'S PARISH AND/OR DIOCESE. WITHOUT THIS INFORMATION, REQUESTS WILL NOT BE CONSIDERED.**