



ROMAN CATHOLIC
DIOCESE
OF CHARLESTON

OFFICE OF THE PERMANENT DIACONATE

Checklist for Letter of Good Standing

REQUIRED INFORMATION

- Full name
- Mailing address
- Current parish assignment
- Date of ordination if not incardinated in DOC
- Verification that you are current on your Safe Environment Training and background screening
- Diocese you are visiting
- Name of parish or venue
- Name of city and state
- Reason for the request of the letter (*e.g., visiting another diocese, participating in a specific event, retreats, etc.*)
- Name of parish pastor and contact person at location and any relevant email addresses
- If conferring a sacrament, please include the name(s) of those for whom you are celebrating (*baptisms, marriages*)
- If attending retreats, please list any ministries in which you will participate

PROCESS REQUIREMENTS

- Submit request to: diaconateadmin@charlestdiocese.org
- Include all required information listed above
- Must submit request at least 10 days in advance of event date (*see NOTE below*)

NOTE

For funeral-related requests, contact the Office of the Permanent Diaconate immediately for expedited processing.