How to Request a Testimonial of Suitability Letter

Each Diocese/Archdiocese must receive an original Testimonial of Suitability Letter from this office whenever a priest or deacon ministers outside of his own Diocese. (This is mandated by the USCCB in connection with the Norms for the Charter for the Protection of Children and Young Adults.) All dioceses are audited by the USCCB. Therefore, all documentation must be in place when the audit is made.

Please know that it is imperative that you are in compliance diocesan policy regarding your Safe Environment Training. It is required that you be up to date to receive this testimonial of Suitability endorsement. If you have questions about your Safe Environment status, or if you would like to complete your Safe Environment Continuing Education training online, please contact Lisa Frederick, Safe Environment Coordinator for the Diocese of Lafayette (337) 735-9434.

**The request for a Testimonial Letter should be issued in writing (handwritten, typed or emailed). Please send your request to:**

**Email: Deacon Jim Kincel, Director**

 **jkincel@diolaf.org**

**Mail: Diocese of Lafayette**

 **Office of the Permanent Diaconate**

 **1408 Carmel Drive**

 **Lafayette, LA 70501**

Please provide our office with the ALL information listed below:

(Deacon’s) Name:

Event: □ **witness** OR □ **perform ministry**:

Circle appropriate event: Masses, Marriage, Funeral, Baptism, Conference, Other

**\*\*Name of the child being Baptized & parents of child:**

**\*\* Name of couple being married:**

Date(s):

Where: Church Parish:

 Pastor’s Name:

 Address:

 Arch/Diocese:

 Bishop’s Name:

 Bishop’s Address:

Phone Number (where you can be reached):

Once this formation is received, a letter will be prepared and transmitted to the Diocese that you plan to visit, a copy will be sent to the parish, and a copy will be sent to you. Copies will be sent either by email, fax or mail.

Comments:

**NOTE**

Marriage / Baptisms:

●State that the Pastor of your parish is aware of the event and the date and approves.

●The Pastor of the event location must fax/mail/email attach a *Letter of Delegation* (approval) before the Testimonial of Suitability Letter is completed.