



Catholic Diocese of Memphis
5825 Shelby Oaks Drive
Memphis, TN 38134-7316
(901) 373-1200

Procedure for Requesting a Letter of Suitability

In accordance with the *Charter for the Protection of Children and Young People*, any cleric who wishes to minister in a Diocese not his own is required to obtain a letter of suitability (letter of good standing). To ensure all the necessary information is provided, this instruction is issued detailing the steps to be taken to request a letter of suitability.

Required information

The following information must be provided:

- (Arch)Diocese the ministry will be performed in
- The (Arch)Bishop of said Diocese
- The Diocesan Office's address, phone number, and email (if available)
- The date of the visit
- The purpose of the visit (ministries being performed)
- The parish's/institution's name, address, and email where the ministry will be performed
- The pastor's/supervisor's name and email address

Submission

- Requests for letters of suitability are to be submitted via email to suitability@cc.cdom.org.
- Requests sent to other email addresses will not be accepted.
- Prior to submission, the cleric requesting the letter must be up-to-date on their VIRTUS training. Dispensations from this requirement are the sole discretion of the Bishop of Memphis.
- Requests are to be submitted no less than two weeks prior to travel. Requests submitted after this time period may not be accepted.



Very Rev. James M. Clark, J.C.D., Ph.D., J.V.
Chancellor



Date

