**APPLICATION FOR CLERGY LICENSE**

**FOR SERVICE IN THE DIOCESE OF BETHLEHEM**

Name: Date of Birth:

Street Address:

City: State: Zip:

Home phone: Cell: Check Preferred:\_\_\_\_\_\_ Home \_\_\_\_\_ Cell

Date Ordained: Priest Deacon

Canonical Diocese: Bishop:

Email:

## \_\_\_\_\_\_ Send the Bishop a written request to be licensed, including the reason for the request.

## \_\_\_\_\_\_ Schedule an appointment to be interviewed by the Bishop or his designee.

## Background Check

I understand I will be billed for an Oxford Background check (generally around $130.00).

\_\_\_\_\_\_\_ Report of criminal history from the Pennsylvania State Police (PSP) <https://epatch.state.pa.us/Home.jsp>

\_\_\_\_\_\_\_ Child Abuse History Clearance from the Department of Human Services

<https://www.compass.state.pa.us/CWIS>

\_\_\_\_\_\_\_ Review of Sexual Offender’s registry <https://www.nsopw.gov>

\_\_\_\_\_\_\_ A fingerprint based federal criminal history (FBI) clearance

* 1. First register  [www.pa.cogentid.com//index\_dpw.htm](http://www.pa.cogentid.com//index_dpw.htm).
  2. Then visit a location to have the finger prints completed.

## Sexual Misconduct Training – Safeguarding God’s Children and Prevention of Sexual Harassment

Documentation of completion of Sexual Misconduct Prevention Training courses must be provided:

\_\_\_\_\_\_\_ Certificates enclosed Training to be scheduled - call Paula Lapinski at the

Diocesan office: 610-691-5655 to set-up.

* As a priest, I am interested in: supply work (occasional Sunday services)

interim ministry (more continuous service)

* For supply/interim work, I am willing to travel approximately miles.

Signature Date

The license is approved and issued for the current calendar year. An annual report form will be sent to each licensed clergy at the end of the calendar year. This must be completed and returned to the Bishop along with a new letter of request before your license will be considered for renewal for the new year.