

Instructions to Request a Letter of Suitability

To request a letter of suitability when clerics who intend to exercise ministry outside their usual jurisdiction, it is the obligation of the pastor of the parish where a visiting cleric's ministry will occur, to assure that the visiting cleric has obtained a letter of suitability. **For the sake of confidentiality, the visiting cleric himself should ask his proper Bishop/Eparch/Religious Superior of the diocese to send the letter of suitability.** That documentation must be sent to the Bishop/Eparch of the diocese where the visiting cleric's ministry will occur, so that he or his delegate can assess the visiting cleric's suitability for ministry. The important point is that letters of suitability are to be sent from one Bishop/Eparch/Superior to another, not directly to the parish, since it is the Bishop/Eparch who is responsible for determining a cleric's suitability for ministry.

Please ensure that you plan your travel to other dioceses well in advance and include as part of that planning a request to the Vicar of Clergy Office, via email to STetrick@archdiosf.org or via USPS to Vicar of Clergy Office, 4000 St. Joseph Pl NW, Albuquerque, NM 87120.

The request must contain the following:

- The dates you will be present in their Diocese/Eparchy
- Type of Sacrament being celebrated (i.e., marriage, Baptism, Mass)
- Date Sacrament will be celebrated
- Name of Church of Institution and its location where Sacrament will be celebrated

The letter is sent to the Bishop/Eparch you are visiting and an email copy will be sent to you.

If you have additional questions, you may contact Sandra Tetrick, Vicar Clergy's Office via STetrick@archdiosf.org or by calling 505.831.8158.