

**[DIOCESAN LETTERHEAD]**

**[DATE]**

Rev. Monsignor Anthony Hernandez, JCL  
Chancellor and Moderator of the Curia  
310 Prospect Park West  
Brooklyn, NY 11215

Dear Msgr. Hernandez:

I am writing to certify that **[NAME]**, who currently resides in **[PLACE OF RESIDENCE]**, is an adult in good standing in the **[(Arch) diocese/Diocese]** of **[LOCATION]**. **[NAME]** has been invited to your diocese to minister at an event titled **[NAME OF EVENT]** which will take place at **[LOCATION]** on **[DATE]**.

After a review of our records and consulting with persons who have served with **[NAME]** in the work in which he/she has been involved in under our authorization, I can attest, without qualifications, that:

**[NAME]:**

1. Has successfully completed all requirements for compliance with our diocesan Safe Environment Program on **[DATE]**.
2. Is a person of good moral character and reputation;
3. Has not behaved in a way which would in any way limit or disqualify him/her from service.
4. Has nothing in his background which would render him/her unsuitable to work with minor children or vulnerable adults.

Based on this information, I hereby recommend **[NAME]** to minister within your diocese.

Respectfully in Christ,

**[Name of the (Arch) bishop/Eparch] or Episcopal Delegate**

**(SEAL)**