

The Diocese of Virginia

Requirements for Licensure of Priests & Deacons

1. Complete the Application for Clergy Licensure below and return it to the Office of the Bishop.
2. Provide a current Letter of Good Standing with your application.
3. Send certificates of completion for the workshops on sexual misconduct prevention for **adults and children** to the Office of the Bishop. If your certificates are more than 5 years old, you will be required to take an online refresher course.
4. Review the **diocesan policy manual on the prevention of sexual misconduct** and complete and return the certification form to the Office of the Bishop. The manual and form can be found at <https://www.thediocese.net/resources/administration/sexual-misconduct-prevention/>.
5. Initiate a background check with the diocese by sending your full name (with maiden name if that applies) and your current mailing address to Gloria Parham at gparham@thediocese.net. The cost will run approximately \$150.
6. Contact the Canon to the Ordinary, the Rev. Canon d'Rue Hazel at dhazel@thediocese.net to arrange an interview.

Licenses are issued on a calendar year basis, with all licenses expiring on December 31 each year. To maintain your license, you must submit an Application for Annual Renewal of License, found on the diocesan website, no later than January 31 of each year.

Send requirements to the Office of the Bishop:

Email: bishopsoffice@thediocese.net

Mail: 110 W. Franklin Street
Richmond, VA 23220

The Diocese of Virginia

Application for Licensure of Priests & Deacons

(Note: If you are canonically resident in Virginia, you do not need to complete this form.)

Clergy full name and title:

Preferred/Goes by name:

Preferred form of address (Rev., Mthr., Fr., Dr., etc.):

Spouse's name:

Date of Birth:

Spouse's Date of Birth:

Home address:

Primary email address:

Cell Phone:

Office phone:

Non-parochial Employment (if applicable):

Position/Title:

Office address:

Preferred address for diocesan mailings? Home Office

Date of ordination to diaconate:

priesthood:

Diocese where you are canonically resident:

Diocesan office mailing address:

Return this form to the Office of the Bishop

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Richmond, VA 23220