

**LETTER OF SUITABILITY
FOR PERFORMING MINISTRY IN ANOTHER DIOCESE
REQUEST FORM**

In accordance with canon 903 of the Code of Canon Law and the guidelines of the USCCB, Dioceses require our priests and deacons to have a Letter of Suitability which is sent to the Diocese where ministry will be exercised. Normally a copy of the letter will also be sent to the priest or deacon and the parish or venue being visited.

To make a request, please provide the required information in the form below and send it to the Metropolitan Tribunal, 20 Archbishop May Drive, Saint Louis, Missouri 63119, or tribunal@archstl.org. Once you have completed the form, please save with a subject line of "Letter of Suitability Request"

Please make requests **at least three weeks prior** to the requested date of ministry for this to be processed, or **one month in advance** if the event is outside the United States. Last minute requests, such as for funerals, can and will be taken care of expeditiously.

NAME	
REASON FOR REQUEST 1. specify ministry, retreat, vacation, <i>etc.</i> 2. include details, <i>i.e.</i> , names for baptism, wedding, funeral, <i>etc.</i>	
DATE(S)	
DIOCESE BEING VISITED	
PARISH OR VENUE BEING VISITED Please provide the e-mail address of the parish or venue to which the Letter of Suitability should be sent.	

NOTE: Any cleric coming to the Archdiocese of Saint Louis to perform any ministry, even if for only one event, needs to provide the Archbishop of Saint Louis a Letter of Suitability from his own Diocese or Religious Superior.