



Sample Application Document Checklist

**While documents can be submitted at any time,
applications will not be processed until all the materials have been received.**

Full Name of Applicant

Date completed

- _____ **Formal Letter of Request** to enter formation sent to the Major Superior
- _____ **In depth interview** documented by at least two representatives of the religious institute
- _____ **Application for Admission**
- _____ **Resume/Curriculum Vitae** of all employment/education, professional memberships
- _____ **Autobiography** with one recent digital photo
- _____ **Reference Letters**, provide the names, addresses & phone numbers of:
 - _____ Two personal references of peers or colleagues
 - _____ Two professional references of supervisors at employment, school, or volunteer
 - _____ One family member
 - _____ Pastoral Recommendation with verification of active membership in a parish
- _____ **Legal and Personal Background**
 - _____ Official Birth Certificate (Obtain at the Department of Statistics or County Clerk)
 - _____ Copy of Social Security Card
 - _____ Copy of Driver's License
 - _____ Auto Insurance Card
 - _____ Proof of citizenship OR valid VISA OR pertinent immigration status
 - _____ Evidence of legal standing in the country of home jurisdiction, *if applicable*
 - _____ Certificate of Release or Discharge from the Military (DD214 form), *if applicable*
 - _____ Declaration of Financial Assets and Obligations
 - _____ Authorization to Obtain Consumer Credit Report
 - _____ Social Media Disclosure Checklist
- _____ **Sacramental Records** (Certificates—if not available, affidavit required)
 - _____ Baptismal
 - _____ Confirmation
 - _____ Marriage (Civil and/or Church wedding)
 - _____ Divorce Degree _____ Annulment Decree _____ Certificate of Death of Spouse
- _____ **Official Educational Transcripts** from all schools attended including degrees obtained
 - _____ Academic Transcript(s)
 - _____ Standardized Test Scores (GED, SAT, ACT, GRE, MAT, TOEFL)

Criminal Background Checks and Abuse Registries

- ☐ Child Abuse History Clearance
- ☐ Multi-state criminal records search
- ☐ National sex offender registry check
- ☐ Social security number trace and alias search
- ☐ Individual country-level search in every country the applicant has lived, worked, or attended school over the last seven years

Medical Records

- ☐ Copy of Health Insurance Card/Provisions for Medical Insurance
- ☐ Medical Information Form
- ☐ Medical Examination and Screening Form
- ☐ Dental Examination Report
- ☐ Optical Examination Report
- ☐ Specialist Report (dermatologist, nutritionist, allergist, chiropractor, *gynecologist*)
- ☐ HIV Authorization Disclosure form
- ☐ Behavioral Assessment Scheduled
- ☐ Psychological Assessment Scheduled

Release Forms

- ☐ Application Release Form
- ☐ Behavioral Assessment Release Form
- ☐ Medical Release Form(s)
- ☐ Psychological Assessment including a psycho-sexual history Release Form

Applicants for Priestly formation previously enrolled in a Formation Program with another religious institute or diocese

- ☐ Personal declaration of acceptance for admission to any diocese or religious institute, including the date and name(s) of the diocese(s)/religious institute(s) and reasons for not enrolling/entering.
- ☐ Personal statement of the dates, name(s) of diocese(s)/religious institute(s), and stages of formation before departure. Indicate whether you were dismissed or your reasons for leaving formation.
- ☐ Official Seminary Transcripts
- ☐ Any documents to the Rite of Admission to Candidacy and Ministries received.

Send to the vocation director, the name, postal address, and phone number of the:

- ☐ Rector or Dean of all seminaries attended requesting a letter of evaluation including the dates in seminary with a recommendation or an acknowledgement of dismissal from formation.
- ☐ Major Superior of all religious institutes to which an applicant was accepted into formation requesting a letter of evaluation including the dates in formation with a recommendation or an acknowledgement of dismissal from formation.