

*Letter is on official letterhead*

Most Reverend Jaime Soto  
Bishop of Sacramento  
2110 Broadway  
Sacramento, CA 95818

Your Excellency:

In accordance with the guidelines approved by the United States Conference of Catholic Bishops, this is to certify that

***Deacon your name***

(born *00/00/0000*, ordained *00/00/0000*), a deacon serving in the Arch/Diocese/Province of *provide name*, is in good standing with the Arch/Diocese/Province of *provide name*. Dcn. *your name* is the *your title* of *name of parish assigned to* in *city, state*.

*[Include if he will be giving a presentation: He was invited to speak at the state name of event, workshop, mission, or talk at name of parish Parish, city, on date or dates of visit.]*

*[Include if he will be ministering liturgically: With your permission, Dcn. your name would like to serve/preside at the state what type of liturgy you will celebrating and for whom at name of parish Parish, city, on date of liturgy/or dates of visit.]*

In regard to Deacon *your name* I am able to make the following statements:

- He is a person of good moral character and reputation.
- I know nothing which would in any way limit or disqualify him from this ministry.
- I am unaware of anything in his background which would render him unsuitable to work with minors or vulnerable adults.
- I am unaware of any incident in which he may have been involved which would adversely affect his performance as a deacon.
- To the best of my knowledge, he does not have a current, untreated alcohol or substance abuse problem, nor does he have a current untreated emotional or mental health problem.
- He is in compliance with our policies and procedures related to the protection of children and young people.

Respectfully in Christ,

Name and Title

*Letter is signed by an ordinary or his delegate.*

*Please affix the seal of the arch/diocese or province.*

(Today's date: *00/00/0000*. Effective dates: *00/00/0000 through 00/00/0000*.)

cc: Uli Schmitt, Director of Clergy Coordination and Formation, Diocese of Sacramento (via email to uschmitt@scd.org)