



## Request for Letter of Suitability Diocese of Colorado Springs

**YOUR NAME** \_\_\_\_\_

**YOUR CURRENT PARISH ASSIGNMENT** \_\_\_\_\_

**DIOCESE YOU ARE VISITING:** \_\_\_\_\_

(If you send me the Bishop's name and address you get bonus points = faster turnaround)

**BISHOP'S NAME** \_\_\_\_\_

**DIOCESE MAILING ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARISH WITHIN THE DIOCESE** \_\_\_\_\_

(Mailing address and email address for the Pastor/parish gets bonus points and a faster turnaround)

**PASTOR'S NAME** \_\_\_\_\_

**PARISH MAILING ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PARISH/PASTOR'S EMAIL ADDRESS** \_\_\_\_\_

**DATES OF YOUR VISIT** \_\_\_\_\_ (all-inclusive dates)

**PURPOSE OF YOUR VISIT** \_\_\_\_\_

(family parish, baptism, assist at Mass, funeral, witness wedding, etc..)

**IF THE PURPOSE OF YOUR VISIT IS TO WITNESS A WEDDING:** Additional information is needed for delegation.

**Name of Couple** \_\_\_\_\_

**Date of Wedding** \_\_\_\_\_

**Other Additional Information that may be useful** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Normally the letter is addressed to the Bishop of the Diocese, a courtesy copy is sent to the pastor of the parish and a scan of the signed letter is sent to you via email. That way the remote Diocese has it in case you end up a different parish, the pastor has it and knows that it went to the Diocese, and you have it in case everyone else loses their copy. For instances where time is of the essence (funerals), I will send the scan copy via email to the Bishop's assistant and to the pastor of the remote parish and let them know the original is in the mail.

**Please submit this form with as much lead time as possible, in most instances two weeks is plenty of time.  
I do understand emergencies happen; and I can fit those in when necessary.**