**DOCUMENTATION CHECK LIST**

(to accompany application)

**License to Officiate in the Episcopal Diocese of Newark**

Revised February 2015

* Application Form
* Résumé
* Background and credit check requested through Randy Johnson (rjohnson@dioceseofnewark.org)
* Letter of recommendation from priest/vicar where you are worshipping

 **-or-**

* Letter of recommendation and explanation from employer or supervisor where you are employed/and or where you will be exercising priestly ministry
* Letter from the Bishop of the diocese in which you are canonically resident stating that you are currently a priest in good standing
* If you are a US citizen, provide a copy of documentation. Bring original document(s) to interview with Bishop. Forms of documentation: Passport **OR** government issued ID **AND** original or certified copy of birth certificate
* If you are not a US citizen, provide copy of INS Employment Verification. Bring original documents to interview with Bishop.
* Documentation of completion of approved module of Anti-Racism training within the past 5 years - **or** plan for taking this training.
* Documentation for completion of approved module of training re: Child Sexual Abuse Awareness within the past 5 years. Contact Randy Johnson.
* Documentation for completion of approved module of training re: Prevention of Adult Sexual Misconduct within the past 5 years. Contact Randy Johnson.
* Personal interview with the Bishop is scheduled.
* Plan for participation in diocesan life. (This may be completed after an interview with the Bishop.)
* Background and credit check fees paid.
* OTM Portfolio

**A note about Background Check fees**

Two types of background checks will be requested.

* “Referencing” (usually $155)
* “Public Records” (usually $110 but this amount can vary, depending on the no. of states and counties you have lived in)

*Depending upon billing cycles, you may receive two invoices.*