

**DOCUMENTATION CHECK LIST**  
(to accompany application)

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

Revised September 2019

- 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/Canon. 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/Canon.

- 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 or Canon to the Ordinary is scheduled.

- Plan for participation in diocesan life. (This may be completed after an interview with the Bishop/Canon.)

- 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.*