

Checklist for Letter of Suitability Content: Laity
(Includes lay employees/members of a Catholic entity in the Diocese of Stockton)

- Letter to be printed on diocesan letterhead with the diocesan official seal, and signed by the Archbishop/Bishop, Vicar General, Chancellor, or other authorized designee of the diocese. For laity in the Diocese of Stockton, letter to be printed on parish letterhead with the parish seal and signed by the Pastor – no other staff signatures are permitted.
- The letter is to be currently dated.
- Letter is to be addressed and mailed to: The Most Reverend Myron J. Cotta, Bishop of Stockton, 212 N. San Joaquin Street, Stockton, CA 95202-2409, preferably at least 30 days prior to the visit/event.
- Letters should have standard language including language stating the laity is in good standing, of good moral character and reputation; there are no limitations/disqualifications from ministry; confirm no improprieties; suitable to work with minor children/vulnerable adults; and is in compliance with policies and procedures related to the protection of children and young adults.
- Letter to include the following information for the laity:
 - Title/Full name
 - Name of parish where laity is a member.
- Letter to include the following information for the visit to the Diocese of Stockton:
 - Name of Parish/Institution/Event
 - Address of Parish/Institution/Event
 - Type/specifics of ministry to be exercised in Parish/Institution/Event during the visit.
 - Examples: speaker, musician, leading a retreat
 - Name of Topic(s) to be covered
 - Date(s) of celebration/events in Parish/Institution/Event.
- Other:
 - A letter is required for each Parish/Institution/Event in the Diocese of Stockton during the timeframe of the visit:
 - Example - Visit is from January 3-24, 2025: Parish A: January 3-10, 2025; Parish B: January 11-15, 2025; Parish C: January 16-24, 2025
 - An email copy of the letter can be accepted in advance of receiving the hard copy in the mail.
 - For laity visiting from outside of the United States, provide their email address and phone number.
 - A certificate of completion may be requested of a completed and current online child protection course.
 - A speaker must have completed formation in basic and advanced theology. A certificate of completion may be requested. In the Diocese of Stockton, the School of Ministry will confirm course completion.
 - A current resume may be requested depending on the event/focus.
 - If laity cannot be ten-printed, another person who has full clearance must be present during the event/activity.
 - If not listed on diocesan letterhead, email address for diocesan contact.
 - Pastor must approve laity's visit before the Letter of Good Standing can be processed through the Office for Priests. It cannot be presumed the Pastor will approve the request.
 - A copy of the bio page of the laity's current passport may be requested if visiting from outside of the US.
 - Any questions, please contact Norma Rodriguez, Office for Priests, at 209-466-0636, ext. 618 or nrodriguez@stocktondiocese.org