

Letter of Permission Request Form

Emmaus Catholic Parish

1718 Lohman's Crossing Road | Lakeway, TX 78734 | 512-261-8500

receptionist@emmausparish.org

To request a letter of permission this form must be submitted by email or brought/mailed to the Parish office with a \$5.00 non-refundable administrative fee. **Do not send cash in the mail.** Please allow 3 business days to complete requests. Only verified information will be produced and please submit one request form per person.

Please check with an **X** the type of **letter** OR **sacramental certificate*** requested:

Letter of: _____ **PERMISSION**

A letter of permission will only be issued if you live within Emmaus boundaries 78734, 78738 & 78669 or are a registered parishioner.

Date Requested (Month / Day/ Year): _____

Requestor's Name (if it is for a minor, the document will only be provided to a parent or legal guardian): _____

Phone #: _____

Address: _____ City, State, Zip code: _____

Email: _____

Reason for Request: _____

Notes: _____

Recipient's signature: _____ Date: _____

+++++ FOR OFFICE USE+++++

Date submitted _____ Fee received _____ Parishioner ID # _____

Date Completed _____ By _____