

**APPLICATION FOR A LICENSE TO OFFICIATE AS A PRIEST  
IN THE EPISCOPAL DIOCESE OF LONG ISLAND**

A License to Officiate as a priest is granted at the pleasure of the bishop pursuant to the guidelines outlined in the Constitution and Canons, III.9.6 (a):

*No priest shall preach, minister the sacraments, or hold any public service, within the limits of any diocese other than the diocese in which the priest is canonically resident for more than two months without a license from the Ecclesiastical Authority of the diocese in which the priest desires to officiate. No priest shall be denied such a license on account of the priest's race, color, ethnic origin, sex, national origin, marital status, sexual orientation, disabilities, or age, except as otherwise provided in these Canons. Upon expiration or withdrawal of a license, a priest shall cease immediately to officiate.*

A License to Officiate as a priest in this diocese will expire on the last day of the calendar year in which it was issued. A License to Officiate may be rescinded at any time for reasons that are sufficient to the Bishop Diocesan. Before the end of the calendar year, each LTO priest must submit an *Annual Renewal and Report* which asks for a brief report on the past year's ministry settings, including dates and locations of any supply work that was done. Upon receipt and review of the report, the bishop's office will notify you of the status of your License to Officiate by mail.

Priests wishing to be licensed to officiate in the Episcopal Diocese of Long Island must provide the following information and must meet all of the requirements as laid out in the application guidelines that follow.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Canonical Residence: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been licensed in the Diocese of Long Island? If so, when? \_\_\_\_\_

Please list any other diocese in which you have a License to Officiate:

**Please provide the following data and documents:**

**BACKGROUND CHECK** - Send a check for \$175.00 payable to The Episcopal Diocese of Long Island for an Oxford background check. If you have completed an Oxford background check elsewhere within the past two years, please send \$45.00 for a data transfer. These fees are non-refundable. A License to Officiate will not be granted before completion of this background check.

**LETTER OF GOOD STANDING** - Please ask the Bishop of the diocese in which you are currently canonically resident to direct a Letter of Good Standing on your behalf to The Right Rev. Lawrence C. Provenzano, Bishop of Long Island, at the below address.

**LETTER OF RECOMMENDATION** - Please ask the Rector, Pastor, Priest-in-Charge, Employer, or Supervisor of the parish, community, or institution where you are employed and/or where you will be exercising priestly ministry to send the Bishop a brief letter recommending you and outlining your ministry.

**SAFE CHURCH WORKSHOPS** - 8 hours of training [4 hours in Child Sexual Abuse Awareness and 4 hours in Sexual Harassment & Exploitation]. If you have already completed the required training, you may provide photocopies of the certificate(s) you received or ask for copies to be sent to the Bishop's Office. If you have not yet completed one or both of the workshops, you may take them when offered in this or another diocese. Clergy in the process for a License to Officiate who have not had the training in last five years are required to take or re-take both the child and the adult trainings. Completion of both workshops is required before a License to Officiate can be granted.

**ANTI-RACISM TRAINING** - Completion of Anti-Racism training is required before a License to Officiate can be granted. If you have previously completed Anti-Racism training, you may provide photocopies of the certificate(s) you received or ask for copies to be sent to the Bishop's Office. If you have not taken the training, you can attend the next training session offered in this or another diocese.

**INS EMPLOYMENT ELIGIBILITY VERIFICATION** - Please be prepared to furnish the documents required by the INS for Employment Eligibility Verification. Send photocopies of the required documents along with your application and bring the original documents at the time of your interview.

<http://www.uscis.gov/files/form/i-9.pdf>

**INTERVIEW - BISHOP'S OFFICE** - Following the completion/receipt of the required items, your application will be reviewed and references contacted. You will then be notified by the Bishop's office regarding the status of your application and will be scheduled for an interview.

**Submit completed form and required documents to:**

**Attention: License to Officiate  
Episcopal Diocese of Long Island  
36 Cathedral Avenue  
Garden City, New York 11530  
Email: [BishopsOffice@DioceseLI.org](mailto:BishopsOffice@DioceseLI.org)  
Fax: (516) 877-1349**