

**Documentation Required for Application to the Permanent Diaconate
Formation Program**

- A. Deacon Formation Program Application (Form Attached). Include a recent photo of you and your wife. **ALL** REQUIRED DOCUMENTATION MUST BE ATTACHED TO THE APPLICATION WHEN IT IS SUBMITTED.
- B. Education Record:
 - Copy of transcripts or certification/diploma from all educational institutions attended, including high school.
 - Copies of the certificates of completion of all CEMI courses/workshops taken in the Diocese of Beaumont and of any on-line courses from the University of Dayton.
 - Copy of an *unexpired* certificate of participation in a "Protecting God's Children" safe environment training in the Diocese of Beaumont or a certificate of recertification through the on-line VIRTUS training (PGC training expires after 5 years)
- C. Wife's Questionnaire (Form Attached) and requested documents
- D. Applicant's personal Autobiography, signed and dated (Outline Attached)
- E. Doctor's statement regarding physical health and any existing medical conditions following recent complete physical examination + lab (in past 6 mos.) by your family physician
- F. Applicant's and wife's baptism certificates (issued in past 6 mos.) from the parish where baptized or, if a convert, certificate of reception into the Catholic Church. Be certain each has notations regarding Confirmation, Marriage, Annulments, etc.
- G. Copy of your Confirmation Certificate from the Church where you were confirmed (unless the baptism certificate provides this annotation)
- H. Marriage Certificate / Decree of Nullity:
 - If presently married: copy of marriage certificate from the parish
 - If your present marriage was "blessed" in the Church: copy *also* of civil marriage license
 - If you or your present spouse were previously married, provide a copy of the Tribunal's final decree of nullity.
 - If you or your wife had a previous spouse who is deceased, provide a copy of the death certificate or published obituary.
- I. Three signed & dated letters of recommendation and character references from persons *other than your parish clergy or family (Preferred: that these persons have knowledge of Church ministry and have read the "Criteria for Applicants" before they submit their letter)*
- J. Completed "Background Screening Questionnaire" (Form Attached).
- K. Proof of legal status, if you are an immigrant