In case you need an endorsement for a diocese or parish in the US or elsewhere, kindly use the sample below and:

\* print it out and clip it on the Rector's Office door (not at his bedroom)

\* rename the file, putting the date (YYMMDD format) and your family name at the beginning of the file name (for example: “170321\_delacruz\_certification\_for\_diocese.docx”)

\* email the Rector a copy of the file, for his files; please email and do not give him a photocopy or printout, as the Rector’s Office is going paperless.

\* After signing the letter, the Rector will put it in your pigeonhole.

REMOVE THIS LINE AND THE LINES ABOVE IT

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\_[DATE]\_

\_[ADRRESEE]\_

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**STATEMENT OF THE SUPERIOR**

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_, a resident student of the Pontificio Collegio Filippino, is a Priest in good standing and has full faculties with the Diocese of Rome and his home Diocese of \_\_\_\_\_\_\_\_\_\_, the Philippines.

I have reviewed the personnel file and other available records, and I have consulted with those knowledgeable about him and his previous assignments. Based on this review, I assure you to the best of my ability that he is a person of good moral character and reputation, and is qualified to serve in an effective and suitable manner in \_\_\_[the Parish of St. Michael – 123 Grand St. – 01019 Rake City – NY]\_\_\_. In addition, based on these inquiries and my best knowledge, I assure you that he has:

* Never been suspended or otherwise canonically disciplined;
* No criminal record, nor criminal charges ever been brought against him;
* Manifested no behavioral problems in the past that would indicate that he might deal with minors in an inappropriate manner;
* Never been involved in an incident or exhibited behavior which called into question his fitness or suitability for priestly ministry due to alcohol, substance abuse, sexual misconduct, financial irregularities, or other causes;
* No other particular mental or physical attribute, condition, and/or past situation which would adversely affect performance of his sacred ministry.

He is commended to the Ordinary for permission to celebrate Mass and the Sacraments and has my permission to be in \_\_\_[the Parish of St. Michael \_\_\_\_ from \_[DATE]\_ to \_[DATE]\_.

With every best wish, I remain,

Sincerely yours in Christ,

Fr. Gregory Ramon D. Gaston

Rector