



## Requirements for Licensure of Priests and Deacons

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### In order to be licensed in the Diocese of Virginia:

1. Complete the application form below and return it to the Office of the Bishop.  
Email: [bishopsoffice@thediocese.net](mailto:bishopsoffice@thediocese.net) Fax: (804) 644-6928  
Mail: 110 W. Franklin Street, Richmond, VA 23220
2. If you have been called by a vestry to serve as an interim rector, vicar, or priest-in-charge or by a church school or related organization as a chaplain, please send a copy of your letter of agreement or employment letter/contract.  
If you have been called as an associate/assistant rector or wish to serve as a supply priest or Deacon in this Diocese, please include with the application a letter of recommendation from a rector or vicar in the Diocese of Virginia. In addition to the recommendation, the letter should also state why licensure is appropriate and desirable.
3. Contact your canonical bishop and ask him/her to send a letter to the Bishop of Virginia indicating that you are a priest or deacon in good standing and recommending that you be licensed.
4. Send certificates to the Office of the Bishop stating that you have completed the workshops for sexual misconduct prevention for: (1) adults, (2) children, and (3) reading of the diocesan *Policy Manual: Sexual Abuse and Misconduct Prevention and Response*. If your training is over ten years old, you are required to renew your certification before licensure. The Policy Manual can be found on the diocesan website [www.thediocese.net](http://www.thediocese.net) under Resources → Administration → Sexual Misconduct Prevention.
5. Initiate an Oxford Document background check with the diocese (unless this was completed as part of the search process that issued your call) by sending your full name (with maiden name if that applies) and your current mailing address to Vicky Bickel at [vbickel@thediocese.net](mailto:vbickel@thediocese.net). Please indicate whether you or your supporting congregation will pay for the background check for licensure. The cost will run approximately \$100.

*Licenses are issued for a one year period expiring December 31 of each year. To maintain your license, you must submit an Application for Annual Renewal of License, found on the diocesan website, by January 31 of each year.*

For questions, email: [bishopsoffice@thediocese.net](mailto:bishopsoffice@thediocese.net)  
Phone: 1-800-DIOCESE (346-2373)





Application for Licensure of Priests and Deacons

Clergy name:.....

Spouse's name: .....

Home address: .....

Office address: .....

Preferred address for diocesan mailings?  Home  Office

Primary email address: .....

Home Phone:.....

Office Phone:.....

Cell Phone:.....

Preferred phone number for diocesan staff contact?  Home  Office  Cell

Where are you canonically resident? Diocese of.....

(Note: If you are canonically resident in Virginia, you do not need to fill out this form.)

Present position in the Diocese of Virginia (ministry title and present affiliation):

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Date of Birth:.....

Date of ordination to diaconate: .....

Date of ordination to priesthood:.....

Complete and send requirements to Office of the Bishop:

Email: [bishopsoffice@thediocese.net](mailto:bishopsoffice@thediocese.net)

Fax: (804) 644-6928

Mail: Diocese of Virginia

110 W. Franklin Street

Richmond, VA 23220

