

Priests visiting from a diocese within Australia



This form should be filled out by visiting clergy **from other NSW Dioceses** (except those with a Greater Sydney Ministry Card) **or from other states and territories in Australia** prior to providing religious services within the Catholic Archdiocese of Sydney. Please send the completed form to: [ministry@sydneycatholic.org](mailto:ministry@sydneycatholic.org) (*preferred*) or by mail to: Vicar General, Catholic Archdiocese of Sydney, Level 16, 133 Liverpool St, Sydney NSW 2000.

The Catholic Archdiocese of Sydney is collecting your personal information for the purpose of Working with Children Check requirements and ministry requirements. Your personal information will be collected in accordance with the collection notice which can be found at <http://www.sydneycatholic.org/terms-and-conditions/#collection>.

PART A: Visiting priest's details	
Full name:	
Date of birth:	
Diocese or Religious Congregation you are currently working in:	
Diocese of incardination (if different from where you currently work):	
Church Authority – Name of Bishop/Vicar General/Provincial:	
Parishes of the Archdiocese of Sydney in which religious services will be provided during visit:	
Purpose of visit:	
Date(s) of visit:	

PART B: Confirmation of good standing	
ACMR ID number:	
If you do not have an ACMR ID number, please provide <b>one</b> of the following:	
(i) Safeguarding Statements Form <sup>1</sup> ; <b>OR</b>	
(ii) Individual Safeguarding Declaration and Disclosure Form <sup>2</sup> .	
These forms are available at <a href="https://www.sydneycatholic.org/safeguarding-and-child-protection/information-for-visiting-clergy/">https://www.sydneycatholic.org/safeguarding-and-child-protection/information-for-visiting-clergy/</a>	

PART C: Working With Children Check (WWCC)	
New South Wales WWCC number:	
WWCC expiry date:	
<i>If you have applied for a NSW WWCC, but have not yet received your WWCC number, please provide your <b>WWCC application number</b>:</i>	
<b><i>If you do not have a NSW WWCC number, please continue to Part D below.</i></b>	

PART D: Priests visiting Sydney to minister who do not hold a NSW WWCC	
1. At the end of your visit, how many days will you	<input type="checkbox"/> Less than 30 days. <i>Please proceed to question 2.</i>

<sup>1</sup> The *Safeguarding Statements Form* allows visiting clergy who have not been subject to a substantiated complaint or are not the subject to any ongoing safeguarding complaints or allegations to receive clearance to minister by confirming that they are of good standing and by having the document signed by the relevant Church Authority.

<sup>2</sup> The *Individual Safeguarding Declaration and Disclosure Form* is for clergy who are subject to substantiated and/or ongoing safeguarding allegations to disclose this information within the form.

<p>have spent providing religious services <u>in NSW this calendar year?</u></p>	<p><input type="checkbox"/> More than 30 days. (WWCC number or WWCC application is required. Please see the fact sheet from the Office of the Children's Guardian for further details on applying for a NSW WWCC)</p> <p><b>*NOTE:</b> the period of 30 days refers to the actual days spent providing religious services, e.g. celebrating Mass, hearing confession etc. If you are in Australia for more than 30 days but only provide religious services for 5 days, you will not require a NSW WWCC.</p>
<p>2. Do you hold a working with children clearance for the state or territory in which you reside?</p>	<p><input type="checkbox"/> Yes. <i>Please provide details below.</i></p> <p>State or Territory: _____</p> <p>WWCC number: _____</p> <p>WWCC expiry date: _____</p> <p><input type="checkbox"/> No, I am exempt from holding a working with children clearance in the state or territory in which I reside. <i>Please provide details of the reason for the exemption below.</i></p> <p><input type="checkbox"/> No, I am not exempt from holding a working with children clearance in the state or territory in which I reside, however I do not have one. (NSW WWCC number or WWCC application is required. Please see the fact sheet from the NSW Office of the Children's Guardian for further details on applying for a NSW WWCC).</p>

FOR CHANCERY USE ONLY:	
<p><b>ACMR ID verification</b></p>	<p>Result of check: (tick one)</p> <p><input type="checkbox"/> Approved.</p> <p><input type="checkbox"/> No current information available. Refer to Church Authority. <i>Please inform the Vicar General.</i></p>
<p><b>If no ACMR, please note the document received:</b></p>	<p><input type="checkbox"/> Safeguarding Statements Form; <b>OR</b></p> <p><input type="checkbox"/> Individual Safeguarding Declaration and Disclosure Form.</p>
<p><b>WWCC number verification</b> <i>(Status following verification of NSW WWCC number on the NSW Office of the Children's Guardian website)</i></p>	<p>Result of check: (tick one)</p> <p><input type="checkbox"/> Cleared                      <input type="checkbox"/> Not found</p> <p><input type="checkbox"/> Barred                            <input type="checkbox"/> Interim bar</p>
<p><b>WWCC application number verification</b> <i>This section only needs to be completed if the priest has applied for but has not yet obtained a WWCC number.</i></p>	<p>Result of check: (tick one)</p> <p><input type="checkbox"/> Application pending              <input type="checkbox"/> Not found</p> <p><i>Once the NSW Office of the Children's Guardian has reviewed the application, the WWCC number verification above must be completed before the applicant is able to be employed or engaged.</i></p>
<p><b>Interstate WWCC number verification</b> Please note the details of status following verification of interstate WWCC:</p>	
<p>This form should be kept regardless of whether the visiting priest is cleared to work with children.</p>	