



# CATHOLIC ARCHDIOCESE OF SYDNEY

## Visiting Clergy Form - Within Australia

This form should be filled out by visiting clergy from other **dioceses within Australia** (except those with a Greater Sydney Ministry Card) prior to providing religious services within the Catholic Archdiocese of Sydney. Please send the completed form to: **ministry@sydneycatholic.org** (*preferred*) or mail to: Vicar General, Catholic Archdiocese of Sydney, Locked Bag 5040, Alexandria NSW 2015.

*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: Details of Visiting Priest	
Full Name	
Date of Birth	
Diocese or Religious Congregation currently working in	
Diocese of Incardination ( <i>if different from where you currently work</i> )	
Church Authority (Bishop/Vicar General/Provincial)	

PART B: Details of Visit	
Date(s) of Visit	
Purpose of Visit	
Parishes of the Archdiocese of Sydney in which religious services will be provided during this visit	

PART C: Confirmation of Good Standing	
ACMR ID Number	
<i>If you do not have an ACMR ID number, please provide <b>one</b> of the following: 1. Safeguarding Statements Form<sup>1</sup>; <b>OR</b> 2. 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></i>	

PART D: NSW Working with Children Check (WWCC)			
NSW WWCC Number		NSW 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>			

**For visiting priests without a NSW WWCC, please continue to Part E below.**

<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.



# CATHOLIC ARCHDIOCESE OF SYDNEY

## Visiting Clergy Form - Within Australia

This form should be filled out by visiting clergy from other **dioceses within Australia** (except those with a Greater Sydney Ministry Card) prior to providing religious services within the Catholic Archdiocese of Sydney. Please send the completed form to: **ministry@sydneycatholic.org** (*preferred*) or mail to: Vicar General, Catholic Archdiocese of Sydney, Locked Bag 5040, Alexandria NSW 2015.

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 E: Visiting Priests <u>without</u> a NSW Working With Children Check	
1. At the end of your visit, how many days will you have spent providing religious services <u>in NSW this calendar year</u> ?	<p>Less than 30 days. <i>Please proceed to question 2.</i></p> <p>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 visiting the Archdiocese for more than 30 days but only provide religious services for 5 days, you will not require a NSW WWCC.</p>	
2. Do you hold a working with children clearance for the state or territory in which you reside?	<p><b>Yes.</b> Please provide the details below:</p> <p>State or Territory: _____</p> <p>WWCC number: _____ WWCC expiry: _____</p>
	<p><b>No.</b> 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><b>No.</b> I am not exempt from holding a working with children clearance in the state or territory I reside, however, I do not have one. (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>

FOR CHANCERY USE ONLY		
ACMR ID Verification	<p>Approved.</p> <p>No current information available.</p> <p>Refer to Church Authority. <i>Please inform the Vicar General.</i></p>	
If no ACMR, Safeguarding document	<p>Safeguarding Statements Form.</p> <p>Individual Safeguarding Declaration and Disclosure Form.</p>	
NSW WWCC Number Verification <i>(Status following verification of NSW WWCC number on the NSW Office of the Children's Guardian website)</i>	<p>Cleared.</p> <p>Barred.</p>	<p>Not found.</p> <p>Interim bar.</p>
NSW WWCC Application Number Verification <i>(To be completed if the priest has applied for but has not yet obtained a WWCC number)</i>	<p>Application pending.</p> <p>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>
Interstate WWCC Number Verification	<p>Please note the details of status following verification of interstate WWCC:</p>	

*This form should be kept regardless of whether the visiting priest is cleared to work with children.*