



# CLERGY/RELIGIOUS With Declarations from OVERSEAS

This form should be completed by all visiting Clergy / Religious from other Dioceses from **overseas** PRIOR to providing religious services within the Catholic Archdiocese of Adelaide. The completed form should be forwarded to:

**Screening and Verification Authority** [caasava@adelaide.catholic.org.au](mailto:caasava@adelaide.catholic.org.au)

OR

via mail to **Screening and Verification Authority, Catholic Diocesan Centre, GPO Box 1364 Adelaide SA 5001**

Clergy/Religious Individual Details			
Full Legal Name			
Religious Name & Title			
Date of Birth			
Mobile Number		Email address	
Postal Address			
Church Authority Details			
Current Diocese or Religious Congregation			
Church Authority – Name of Bishop/Vicar General/Provincial		Email address	
Details of Visit or Appointment			
Date(s) of visit or Appointment Date			
Total Duration of Visit (days)			
Parishes/Schools in Archdiocese of Adelaide in which services are being provided during visit			
Reason for Visit <i>(e.g. Presiding/Concelebrating Mass, attending/ Presenting at a workshop/conference, Studies/Mission work, Youth Ministry/Retreat)</i>			
Confirmation of Good Standing <i>(one of these declarations must accompany this form)</i>			
Safeguarding Statements Form	<i>Must accompany this form</i>		
Safeguarding Declaration and Disclosure Form <i>(to be used if there are disclosures to be made)</i>	<i>Must accompany this form</i>		
Police Certificate <i>(only required if visitation is more than 10 days)</i>		SA Working with Children Check <i>(mandatory)</i>	
Country of issue <i>(Document to be attached)</i>		WWCC #	
Date of issue <i>(must be less than 6 months from the date of issue)</i>		WWCC Expiry Date	
Itinerary of visit <i>(only required if visitation is less than 10 days)</i>			
Itinerary <i>(Must be attached)</i>			

**Please note:** All visits and appointments will require a SA Working with Children Check to be undertaken. The Screening and Verification Authority for the Archdiocese of Adelaide will be able to assist with the provision of information relating to this.

**FOR SCREENING AND AUTHORITY OFFICE USE ONLY**

<p><b>Declarations</b></p>	<p><i>Result of Check (tick one)</i></p> <p><input type="checkbox"/> <b>Safeguarding Statement Form</b></p> <p><input type="checkbox"/> <b>Individual Safeguarding Declaration And Disclosure Form</b></p>
<p><b>Itinerary</b></p>	<p><input type="checkbox"/> <b>Received</b></p>
<p><b>Police Certificate</b></p>	<p><input type="checkbox"/> <b>Not Required (visit under 10 consecutive days)</b></p> <p><input type="checkbox"/> <b>Sighted &amp; verified current check issued overseas</b></p> <p><input type="checkbox"/> <b>Verified SA WWCC</b></p> <p>WWCC number .....</p> <p>WWCC Expiry Date .....</p>
<p><b>Approval notification forwarded to Archbishop's office</b></p>	<p><b>Date:</b></p>
<p><b>Notification to Professional Standards Office</b></p>	<p><b>Date:</b></p>
<p><b>Notification to Child Protection Office</b></p>	<p><b>Date:</b></p>
<p><b>SYSTEM UPDATES</b></p>	
<p><b>Update Master Sheet</b></p>	<p><b>Date:</b></p>
<p><b>Update CDES</b></p>	<p><b>Date:</b></p>
<p><b>Update Greentree</b></p>	<p><b>Date:</b></p>