



License to Officiate Applications Including the Annual Report and Renewal Request for Continuing Clergy

A **License to Officiate** allows Episcopal clergy who are canonically resident in another diocese, as well as clergy who are in full communion with The Episcopal Church and canonically resident in other judicatories, to perform their sacramental ministries in the Episcopal Diocese of West Virginia. The Episcopal Diocese of West Virginia provides two types of Licenses, a **Temporary License** and a **Continuing License**.

Temporary License to Officiate <https://forms.gle/e3n6rn1S75S5DK8b6>

A **Temporary License to Officiate** is available for clergy who are seeking permission to perform a marriage, burial, or other **infrequent and occasional services** in the Diocese of West Virginia.

Please note that for those who are seeking permission to officiate a service of Holy Matrimony in the Diocese of West Virginia a separate registration must be made with the West Virginia Secretary of State's Office. West Virginia State Law requires that ministers must be registered with the State of West Virginia in order to officiate a legal marriage. The online registration form can be found by creating an account at <https://erls.wvsos.gov> and selecting "Marriage Celebrant Registration" from the "Licensing" dropdown menu at the top of the dashboard page. A fee is required from the state and additional documentation may be requested. Applicants are encouraged to contact the West Virginia Secretary of State's Office for more information.

Continuing License to Officiate <https://forms.gle/om6DwMApK2NjxMTV9>

A **Continuing License to Officiate** is for clergy who are or will be **regularly and routinely ministering** within and to members and congregations in the Episcopal Diocese of West Virginia but who are canonically resident elsewhere or are in another judicatory in full communion. This includes instances of long-term supply work, interim ministry, retirement to the State, internships and the like. This license automatically expires on July 1 of the year following its issuance and a request to renew a Continuing License to Officiate must be made annually.

The Episcopal Diocese of West Virginia
PO Box 5400

Charleston, West Virginia 25361

Forms may also be emailed to THannah@WVDioocese.org



Application for Temporary License to Officiate

This application may also be filled out online by following this link

<https://forms.gle/e3n6rn1S75S5DK8b6>



Title: The Rev. / Deacon / The Rt. Rev. / The Very Rev. / Canon / Ven.

Name: _____

Date of Birth: _____

Diocese of Canonical Residence
or Judicatory in Full Communion: _____

Date & Diocese of Ordination: _____

Address: _____

Phone: _____

Email: _____

Reason for License: _____

Date License needed by: _____

I have applied for a Temporary License in this Diocese before: Yes / No

Agree / Disagree:

I affirm that I am a member of the clergy in good standing with the Diocese in which I am canonically resident. I presently have no Title IV proceedings against me. I have completed the appropriate Safe Church and other training required of my Diocese of residence. I agree to permit the Bishop of the Diocese of West Virginia, or a designee thereof, to contact my Bishop to confirm the same.

If Disagree, explain why:

Signature _____

Print Name _____

Date Signed _____

(electronic submissions assumed as signature)

Letter in Good Standing: Applicants for a **Temporary License to Officiate** may also be asked to initiate a Letter in Good Standing from the canonical Bishop or Ecclesiastical Authority

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Title: The Rev. / Deacon / The Rt. Rev. / The Very Rev. / Canon / Ven.

Name: _____

Date of Birth: _____

Diocese of Canonical Residence
or Jurisdiction in Full Communion: _____

Date & Diocese of Ordination: _____

Address: _____

Phone: _____

Email: _____

Reason for License: _____

Date License needed by: _____

Annual Report for the Previous Year for those Requesting Renewal of Continuing License:

Please list names and locations of congregations served: _____

Number of times officiated for:

Sunday Holy Eucharist _____ Anointings: _____

Weddings _____ Funeral/Burial: _____

Confession/Reconciliation: _____ Other/please indicate: _____

- I affirm that I am a member of the clergy in good standing with the Diocese in which I am canonically resident. I presently have no Title IV proceedings against me. I have completed the appropriate Safe Church and other training required of my Diocese of residence. I agree to permit the Bishop of the Diocese of West Virginia, or a designee thereof, to contact my Bishop to confirm the same.

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- I acknowledge that a letter in support of my Application for **Continuing License to Officiate** will be requested from my Bishop of canonical residence and forwarded to the Office of Licenses, Diocese of West Virginia, PO Box 5400, Charleston, WV 25361 within thirty (30) days of the date of submission of this online form. This letter will include attestation of my good standing in the Diocese and that I have completed the appropriate Safeguarding and other training required of my Diocese of residence.
- I acknowledge that a copy of my Safe Church and other training required of my Diocese of residence will be forwarded to the Office of Licenses, Diocese of West Virginia, PO Box 5400, Charleston, WV 25361 within thirty (30) days of the date of submission of this online form.
- I agree to, if requested, a background check by the Oxford Document Management Company or similar third-party background check.

Email/upload/mailing of files: As agreed, particularly for new applications, please initiate a Letter in Good Standing from your Ecclesiastical Authority, verification of Safeguarding training and any other required certifications and email, upload, or mail those documents to the Episcopal Diocese of West Virginia.

In compliance of Canon III.9(a), I, _____, (name)

request initiation or renewal of my *Continuing License to Officiate*

in the Episcopal Diocese of West Virginia for the year_____.

Signature_____

Print Name_____

Date Signed_____

(electronic submissions assumed as signature)

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