**Checklist**

To ensure your application is processed seamlessly, please use this checklist to ensure all documents are included when you submit your application for a licence.

* Application for Lay Ministers Licence (including a written description under Ministry Profile and the suggested wording of the Licence)
* A copy of a Police Check[[1]](#footnote-1)
* A copy of a Child Safe Environments Training Certificate[[2]](#footnote-2), or
* A copy of Ensuring Safer Church Communities[[3]](#footnote-3)
* Lay Minister’s Declaration
* Notice of Intention
* Faithfulness in Service Declaration
* The ‘incumbent’ of the parish or ministry district is the Wardens and the Clergy Person   
  (Priest-in-Charge, Parish Priest, Ministry District Priest
* All documentation is to be submitted together, marked to the attention of the Bishop
  + Email: [administration@diowillochra.org.au](mailto:administration@diowillochra.org.au)
  + Address: PO Box 96 Gladstone SA 5473  
    Please use a trackable envelope/satchel: Registered mail, Express Post or Parcel Post

1. ,2, 3 A copy of the document certified by a Justice of the Peace or Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961 [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)