



# 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:

**Safeguarding Operations** [caasava@adelaide.catholic.org.au](mailto:caasava@adelaide.catholic.org.au)

OR

via mail to **Safeguarding Operations, Catholic Diocesan Centre, GPO Box 1364 Adelaide SA 5001**

Clergy/Religious Individual Details			
Full Legal Name	Surname:	Given Names:	
Religious Name & Title			
Date of Birth			
Mobile Number		Email Address	
Street 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	From:	To:	
Reason for Visit	Ministry Location:	Date:	
<i>(Please tick)</i>			
<input type="checkbox"/> Appointment/Transfer			
<input type="checkbox"/> Concelebrating Mass			
<input type="checkbox"/> Baptism			
<input type="checkbox"/> Marriage			
<input type="checkbox"/> Confirmation			
<input type="checkbox"/> Funeral			
<input type="checkbox"/> Other <i>(Please specify)</i> .....			
Confirmation of Good Standing			
<input type="checkbox"/> Safeguarding Statements Form <i>(Please attach)</i>			
<input type="checkbox"/> Safeguarding Declaration and Disclosure Form <i>(To be used if there are disclosures to be made)</i>			
Police Certificate <i>(only required if visitation is more than 30 days)</i>		SA Working with Children Check <i>(mandatory)</i>	
Country of issue <i>(Document to be attached)</i>		WWCC Number	
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 7 days)</i>			
Itinerary <i>(Must be attached)</i>			

**Please note:** All appointments will require a SA Working with Children Check to be undertaken. Any visitation exceeding 7 days will require a SA Working with Children Check. Safeguarding Operations 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"/> Safeguarding Statement Form</p> <p><input type="checkbox"/> Individual Safeguarding Declaration and Disclosure Form</p>
<p><b>Itinerary</b></p>	<p><input type="checkbox"/> Received</p>
<p><b>Police Certificate</b></p>	<p><input type="checkbox"/> Not Required (visit under 30 consecutive days)</p> <p><input type="checkbox"/> Sighted &amp; verified current check issued overseas</p> <p><input type="checkbox"/> Verified additional SA WWCC</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 Integrity and Standards</b></p>	<p><b>Date:</b></p>
<p align="center"><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>