



Office of Priestly Vocations

APPLICATION CHECKLIST

- _____ **Diocese of Covington Application Completed (Available online at www.covdio.org/vocations or through contacting Fr. Michael Norton (859-444-2605))**

- _____ **Detailed Autobiography (Instructions included in Application)**

- _____ **2 Recent Photos of Self**

- _____ **Copy of Driver's License or Passport**

- _____ **Birth Certificate**

- _____ **Baptismal or RCIA Certificate Issued from Parish of Baptism Dated within the last 6 months.**

- _____ **Confirmation Record (if not listed on Baptismal Certificate)**

- _____ **Marriage Certificate of Parents**

- _____ **Medical Forms Completed (Physical Exam and Dental Exam)**

- _____ **Transcripts From All Previous Academic Institutions**
 - Please request 2 sets of transcripts from each institution. One must be mailed directly to Fr. Norton and the other must be mailed directly to the seminary.

- _____ **Names and Addresses of 4 People to be Contacted for Letters of Recommendation - (1) Pastor, (2) another priest, and (3-4) 2 others who are not immediate family)**

- _____ **VIRTUS Compliance**
 - _____ **Attended Class**
 - _____ **Certificate of Completion**

- _____ **If Previously Married, Certified Divorce Decree and Decree of Freedom to Marry from Tribunal or Death Certificate of Spouse**

- _____ **If Former Military, Copy of Discharge/Retirement Orders**