



# **APPLICATION CHECKLIST**

## **Diocese of Covington Office of Priestly Vocations**

- \_\_\_\_\_ **Diocese of Covington Application Completed**
  - Available online at [www.covdio.org/vocations](http://www.covdio.org/vocations) or through contacting Fr. Andrew Young (606) 584-7565
  
- \_\_\_\_\_ **Detailed Autobiography (Instructions included in Application)**
  
- \_\_\_\_\_ **2 Recent Photos of Self**
  
- \_\_\_\_\_ **Copy of Driver's License or Passport**
  
- \_\_\_\_\_ **Birth Certificate**
  
- \_\_\_\_\_ **Baptismal Certificate Issued from Parish of Baptism within 6 months**
  - RCIA Certificate of Full Reception
  
- \_\_\_\_\_ **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. Young and the other must be mailed directly to the seminary.

\_\_\_\_\_ **Names and Addresses of 4 People to be Contacted for  
Letters of Recommendation**  
*(pastor, another priest, and 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**