

Letters Dimissory

Transfers out of the diocese

1. If you are a priest moving out of the diocese and wish that your Letters Dimissory be sent to another diocese, you must make a request in writing to the ecclesiastical authority asking to send your letters. This formally begins the process.
2. Upon approval, the ecclesiastical authority will forward the priest's written request to the office of transition ministry. The transition minister will prepare the actual letters for signature.
3. The original will be sent to the bishop of the diocese you are transferring into. One copy will be sent to the priest, one copy will be kept on file in the convention office, and one copy will be kept on file in the bishop's office.
4. The office of transition ministry will notify the Church Pension Fund advising them of the priest's new diocese and new address.

Transfers into the diocese

1. Priests wishing to establish their canonical residence in the Diocese of San Diego must first request in writing that the ecclesiastical authority accept their Letters Dimissory.
2. Upon the ecclesiastical authority's approval, the priest should contact the office of transition ministry to begin the application process.
3. When the application process is complete, the office of transition ministry will make an Acceptance of Letters Dimissory certificate and submit it for signature.
4. The original certificate will be sent to the priest's former bishop. One copy will be sent to the priest, one copy will be kept on file in the convention office, and one copy will be kept on file in the bishop's office.