

**REMINDER TO BISHOPS, PRIESTS & DEACONS**  
*per the Office of the Bishop of Springfield, MA*  
**AND ARCHDIOCESE OF BOSTON, MA**

*The following pertains to **All Bishops, priests & deacons OUTSIDE** the Diocese of Springfield, MA:\*\*\**

To concelebrate Mass/serve on the altar, proper credentials must be FAXED **30 days** before your visit to our Pilgrimage Office: 413-298-3910. We require a “Letter of Good Standing” the clergy’s local Chancery on official letterhead with the **date you plan to visit**. A **general UNDATED** Letter of Good Standing or a celebret card is **not** acceptable per our Bishop. A Letter of Good Standing is required for any **PRIVATE OR PUBLIC** Mass celebrated at The National Shrine and if you wish to assist us with confessions.

For deacons, a “Letter of Good Standing” from his local diaconate office is required with the date of the visit.

**Please note:** It is the responsibility of the **individual priest and the bus pilgrimage coordinator** to make certain the National Shrine has received this paperwork and not assume it was sent to avoid any problems on the day you are scheduled to come. Please email the Pilgrimage Office at [pilgrims@marian.org](mailto:pilgrims@marian.org) or call 413.298.1119 to verify the information was received. Thank you for your cooperation.

**IMPORTANT: \*\*\*** Computer generated “general” form Letters from larger dioceses (e.g. NY) are **NOT acceptable**. When you make your request please inform the person sending the Letter, we require a Letter with the **DATE** you are coming. They have been told about this but need to be reminded. Thank you for your help with this paperwork so we can avoid unnecessary delays or inconvenience when you come.