**Please discuss this form with your local archdeaconry adviser. Their name and contacts can be found on the “Who’s Who?” page in the LLM section of the diocese website. Advice on this form can be found in the section “LLMs and Changing Circumstances” document.**

Full name: (Please print)

Address:

Telephone:

Email : Date of birth:

Single/married: Partners name:

Date & place of admission and licensing (Please enclose photocopy of documents if possible)

Please give details of any Safeguarding Training undertaken in the last three years. (Note. If none, a course will need to be attended soon. These are run regularly in the diocese.)

Summary of ministry to date:

UK Border Agency requirements

Are you free to remain and work in the UK with no current immigration restrictions? (*Please note that you may be required to produce documentary evidence of your right to remain and work in the UK)* **YES / NO**

New parish in Oxford Diocese:

Date of arrival at new parish:

Incumbent/minister in charge (Please give name, address and telephone) :

 ***(PTO)***Please outline the form your ministry is likely to take:

**PCC APPROVAL**

The PCC met to discuss the ministry of …………………………………….……….as a Licensed Lay Minister in the parish/benefice and gives its support unanimously/nem con/by a majority of …….. to ………..

Parish of………………………………………………………………………………………………………………………………..

SIGNED:……………………………………………………………………………… DATE:…………………………

(Incumbent/PCC Chairman)

Please complete both sides of this form and then return it together with a recent (passport) photograph of yourself to:

LLM Administrator

Church House Oxford,

Langford Locks,

Kidlington,

Oxford OX5 1GF

When your new licence has been prepared, a service of licensing in your new parish will be arranged by your archdeaconry adviser. Of course, the usual DBS procedures will also need to be completed before this can happen, if these have not already been done.

Please note that this completed form will be retained in the file held by your area bishop.