



CLERGY ID BADGE

More information is available on our website:
FHLCOMMUNITY.ORG/CLERGY-BADGES



CLERGY ID BADGE

Faith Hope and Love Community Inc does not authorize or insure any authority. FHL only processes your Clergy Badge.

WHEN: Our hours of operation are as follows:

1st and 3rd Thursdays from 2:00 P.M. – 4:00 P.M.

WHERE: We are located on the 3rd floor of 1100 West 42nd Street, Suite 365, Indiana 46208

COST: The administrative fee is \$40 for a new I.D. badge and \$30 for renewal. ID is valid for 3 years.

GUIDELINES: *Faith Hope and Love Community* offers clergy badge ID service to clergy in Indiana.

FHL provides a photo identification card to ordained or commissioned individuals or to individuals who have primary pastoral responsibility in a local congregation or institution. These Clergy I.D. Badges are intended for the primary pastoral visitations.

Please present an official government photo identification card and one of the following:

- Ordination certificate, call document, or license from your religious body, (in faith communities that do have regularly ordained clergy). An "Authority to Solemnize Marriage License" will not be accepted as a form of documentation.
- In the case of a ministerial student, a letter from your religious leader stating that you are functioning as a professional pastoral care provider authorized by a congregation/faith group is required.
- In the case of a lay person or religious representatives functioning as a professional pastoral care provider, a letter from your religious leader, congregational executive committee, or religious provincial designating your professional role as a leader who is authorized to provide pastoral care to the congregation/faith.

NOTE:

Faith Hope and Love issues the Clergy I.D. Badge for the primary purpose of pastoral visitation on discretion of facilities, but the I.D. Badge does not serve the function of a license or a certificate of ordination or commissioning. Faith Hope and Love is not a licensing, ordaining, or commissioning body.

To apply for your Clergy Badge, please follow this procedure:

Complete the application along with your document(s), i.e., signed Compliance Agreement, Ordination Certificate, Clergy License, and recommendation letter from your Religious Leader to FHL.

Faith Hope and Love Community, Inc.

11000 W. 42nd St. Ste # 365 Indianapolis, IN 46208

Tel: 317-572-5793

Email: merlin@fhlinternational.org

Please present an official government photo identification card and one of the following:

- Ordination certificate, call document, or license from your religious body, (in faith communities that do have regularly ordained clergy). An "Authority to Solemnize Marriage License" will not be accepted as a form of documentation.
- In the case of a ministerial student, a letter from your religious leader stating that you are functioning as a professional pastoral care provider authorized by a congregation/faith group is required.
- In the case of a lay person or religious functioning as a professional pastoral care provider, a letter from your religious leader, congregational executive committee, or religious provincial designating your professional role as a leader who is authorized to provide pastoral care to the congregation/faith.

The Badge Process

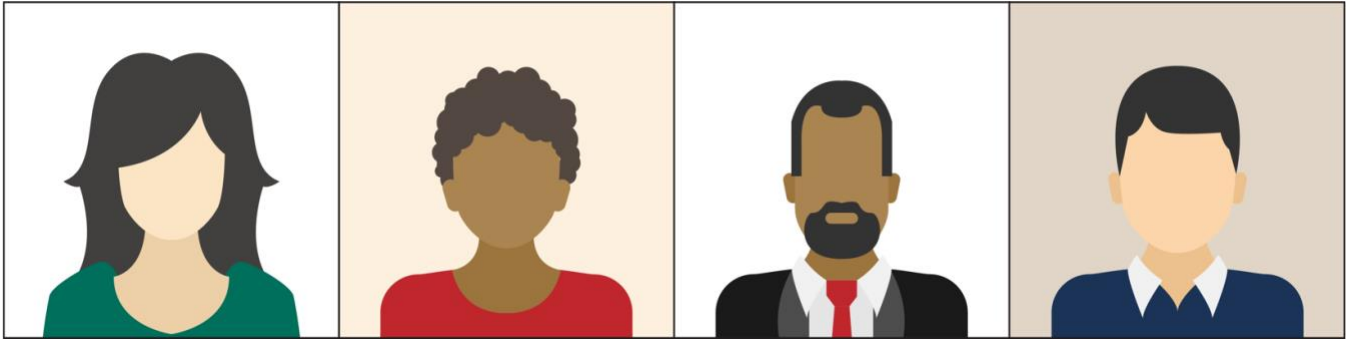
1. Submitting Application: Upon completing your application and presenting all supporting documentation, please scan together as one PDF document and email to **merlin@fhlinternational.org**.
2. You will be notified when your Application and Compliance Agreement is either accepted or incomplete within 5-7 business days.
3. Photo for Badge: Once you receive notification that your application has been properly completed, email **merlin@fhlinternational.org** with your phone number to make an appointment to take your badge photo.
You may submit your quality ID photo; see ID Photo Requirement Instructions below.
4. Payment is due upon receiving your badge. Accepted forms of payment are:
CASH, CHECK payable to Faith Hope and Love, or CREDIT/DEBIT.

Cost of Clergy Badge:

1. The cost of a new Clergy Badge is \$40.00, and Badges are valid for three years.
2. The cost is reduced to \$30 if an applicant turns in an expired, lost or damaged badge.

ID Photo Requirement Instructions

Taking an official photo ID requires adhering to specific guidelines to ensure the photo meets standards for identification purposes.



Background:

Plain and Solid: The background should be plain, usually white or light-colored, with no patterns or shadows.

No Objects: Ensure nothing appears in the background, such as furniture, other people, or decorations.

Lighting:

Even Lighting: Use natural or soft lighting to avoid shadows on the face or behind you.

No Harsh Shadows: Make sure your face is well-lit, with no shadows obscuring your features.

Framing and Positioning:

Centered Face: Your face should be centered in the frame, with your entire head and the top of your shoulders visible.

Full-Face View: Your face should be directly facing the camera, not tilted or turned.

Neutral Expression: Maintain a neutral expression with both eyes open and mouth closed. Smiling is typically not allowed or should be very slight.

Clothing:

Solid Colors: Wear solid, neutral-colored clothing that contrasts with the background. Avoid bright colors or patterns.

No Uniforms: Generally, uniforms or attire resembling official clothing should be avoided unless required for religious purposes.

Visible Neckline: Ensure your neck and shoulders are visible—no high collars or bulky scarves.

Glasses and Accessories:

No Glasses (if possible): It is usually recommended to remove glasses to avoid glare. If glasses must be worn, make sure the eyes are clearly visible, and there is no glare on the lenses.

No Headwear: Headwear is generally not allowed, except for religious reasons. If worn for religious purposes, ensure it does not cover the face.

No Large Jewelry: Avoid large earrings or other accessories that could obscure your face.

Hair and Makeup:

Natural Hair: Hair should be neatly styled, and not cover any part of the face. Tuck hair behind the ears if necessary.

Minimal Makeup: Makeup should be natural and not alter your appearance significantly.

Photo Quality:

High Resolution: Ensure the photo is clear and sharp, with no visible pixels or blurriness.

Proper Size: Follow the size requirements for the ID photo (e.g., passport photo size is usually 2x2 inches).

No Filters: Avoid any digital alterations, such as filters, that could change the appearance of the photo.

Applicant Information

Full Name: _____ Date: _____
Title First and Last Name

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () - Email _____

Date of birth: / / _____

Church Information

Please fill out the information below:

Name of Church: _____

Address: _____
Street Address Suite/Unit #

City State ZIP Code

Position: _____

Senior Pastor: _____
Title Last First M.I.

Phone: _____ Fax: _____

Email: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to my Clergy I.D Badge, I understand that false or misleading information in my application or documentation may result in my Badge revoked.

Signature: _____ Date: _____

PURPOSE OF THE CLERGY ID BADGE:

The purpose of the clergy ID Badge Program is to serve as a useful tool for area Clergy to make pastoral visitations to settings, access granted of ministry and mission. The Clergy ID Badge does not serve the function of a license or a certificate of ordination or commissioning. Faith Hope and Love Community Inc. is not a licensing, ordaining, or commissioning body.

IMPORTANT NOTE:

This Clergy I.D. Badge is accepted at the discretion of the visited facility. Faith, Hope and Love only confirms that the person indicated on this identification has presented a document confirming that they have been ordained or commissioned by their denomination and/or have primary pastoral responsibility in a local congregation or institution. Faith Hope and Love will not be held responsible for any liability that may be associated with this Clergy I.D. Badge and provides this service as a courtesy to clergy for the purposes of visitation to individuals in specialized settings, e.g., hospital, prison, etc.

PLEASE NOTE:

Complimentary parking is at the discretion of the facility you are visiting. The Clergy I.D. Badge is not intended for the purpose of such privileges.