

Non-Tax Certificate Application Directions

Page 1 -Complete personal information and amount enclosed.
Read the BCI/FBI information carefully.
Answer the legal questions and sign the bottom of the application.

Page 2 -Complete Credential Information.
Effective year-2010
Mail to Organization: Diocese of Cleveland IRN #052522
Superintendent's Signature-Please leave blank.
Applicant Signature-Please sign and date the application.

ALL NON-TAX APPLICATIONS MUST BE ACCOMPANIED BY A LETTER ON SCHOOL LETTERHEAD FROM THE SCHOOL PRINCIPAL REQUESTING THE NON-TAX APPLICATION. SUBSTITUTE LICENSES AND NON-TAX APPLICATIONS WILL NOT BE PROCESSED WITHOUT THIS LETTER.

Completed applications, transcripts, letter from principal requesting the non-tax, and two checks (Treasurer, State of Ohio for \$200.00 and OCE for \$25.00) should be sent to:

Melissa Hokanson
Office of Catholic Education
1404 E. 9th Street
Cleveland, OH 44114

Office of Catholic Education January 2010