

Certificate Request Form

Emmaus Catholic Parish
1718 Lohman's Crossing Road Lakeway, TX 78734
512-261-8500
office@emmausparish.org

In order to request a certificate, letter of permission or in good standing the request form must be submitted by email or brought/mailed to the Parish office with a \$5.00 non-refundable administrative fee. Please allow 3 business days to complete requests. Only verified certificates and/or documents will be produced.

Date Requested: _____, 20____

Requestor's Name: _____

Phone#. _____

Address: _____

City, State and Zip code: _____

Email: _____

Reason for Request: _____

If for a Sacrament, list Church Requesting: _____

Circle: **BAPTISM** **FIRST COMMUNION** **CONFIRMATION**

Circle: **LETTER of PERMISSION** **GOOD STANDING** **CLASS VERIFICATION**

FOR A LETTER FILL OUT JUST THE TOP SECTION

Name on Certificate (Birth Name): _____

Date of Birth: _____

Date of Sacrament: _____

Mother's Name: _____

Father's Name: _____

Godmother's Name: _____

Godfather's Name: _____

Notes: _____

Recipient's signature: _____ Date: _____, 20____

+++++ FOR OFFICE USE+++++

Date submitted _____ Fee received _____ Parishioner ID # _____

Date Completed _____ By _____