

# GENEALOGY RECORDS REQUEST FORM

## For Certificates to be submitted to the State for an Apostille

Please complete this form and return it to Archives personnel. You may attach any supporting or additional information if desired. All request(s) are honored on a first-come, first-serve basis. Make sure there is a contact email or phone number in case there is a question concerning your request. Prepayment is required. Allow approximately four weeks for your request(s) to be answered.

**TYPE OF RECORD REQUESTING:** (Please circle)

Baptism      Marriage      Burial

**THE COST PER CERTIFICATE IS \$20**

**INFORMATION REQUIRED:**

NAME OF PERSON(S): \_\_\_\_\_

FATHER'S NAME (IF KNOWN): \_\_\_\_\_

MOTHER'S MAIDEN NAME (IF KNOWN): \_\_\_\_\_

CHURCH or TOWN: \_\_\_\_\_

DATE OF BIRTH, MARRIAGE or BURIAL: \_\_\_\_\_

ANY ADDITIONAL INFORMATION: (please use back or attach to form)

**REQUESTED BY:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL \_\_\_\_\_

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SEND COMPLETED FORM(S) AND APPROPRIATE FEES (\$20.00 PER CERTIFICATE) TO:

Diocese of Baton Rouge  
Department of Archives  
P.O. Box 2028  
Baton Rouge, LA 70821