

Procedure for Requesting Copies of Sacramental Records For Genealogical Purposes

All requests are handled by mail, e-mail or fax. Telephone requests are not accepted. Requests should be sent to:

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

archives@diobr.org
(225) 612-9285 (fax)

The Archives provides certified copies of original records and, in most instances, microfilm copies. Certificates contain the information included in the original sacramental register as the information was recorded. The certificate reproduces faithfully the information contained in the original entry, but does not certify the accuracy of the information of the entry or the correct spelling of names. Certified copies of original records are marked "For Genealogical Purposes Only" and are not intended to be used for legal purposes or warranted for this. Copies from microfilm of original registers are often available. Because of fading or page deterioration, some microfilm copies may be illegible.

In order to process research requests quickly and efficiently, the Archives Department requires that its Genealogy Records Request Form be completed as thoroughly as possible.

Fees are as follows: Certificates are \$5 each, and each contains the official seal. Certified Microfilm copies are \$10 each. (Please note that the record requested may be in French or Spanish.) Research fees of \$15 per hour are charged if research requires more than fifteen minutes. Any desired limits on time spent should be specified on requests.

Each letter should include no more than five (5) specific requests. Please note that letters requesting more than five items will be returned unprocessed.

Payment should be made by cash, check or money order (US currency only), made payable to the Diocese of Baton Rouge. No requests will be processed without proper payment.

Any problems encountered by the Archives in processing requests or finding information will be communicated to clients, but refunds cannot be provided.

Please note that Archives is not open to the public for general research. Appointments are absolutely required for any research by specialists or others which must occur on site. Please contact the Archives at (225) 387-0561 for further information.

If you are in need of your own sacramental record please see our [Sacramental Records Access Policy](#) .