

# St. Patrick Catholic Church

Independence, Oregon

1275 E St. Independence Oregon 97351

## Sacramental Certificate Request Form

### Requestor Information:

Reason for Request:  Sacramental Prep  Annulment  Civil Purpose: \_\_\_\_\_

Date Request Needed by: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Records Request:

Certificate Requested:  Baptism  First Communion  Confirmation  Catholic Marriage

Full Name at the time of the Sacrament: \_\_\_\_\_

Approximate date when the sacrament/s was/were received: \_\_\_\_\_

Date of birth: \_\_\_\_\_

City or Parish of Sacrament: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Name including maiden: \_\_\_\_\_

Name of one of the godparents/witnesses: \_\_\_\_\_

Additional Information: \_\_\_\_\_

### Sacramental Records Policy:

Any member of the Christian faithful has a right to obtain a certificate of a sacrament he or she has received and which was recorded in a sacramental register. Only that person, the parents of a minor, one with legal guardianship of another, a pastoral minister at another Catholic parish, or a diocesan official has this right. If the person is deceased, the spouse or adult child may also request the record. Once an adoption has been completed, only the adoptive parents have a right to the child's certificate until the child reaches the age of maturity (18 years old).

**A person requesting his or her own sacramental record or certificate may:**

- Make the request in person by providing the pastor or authorized delegate a signed sacramental certificate request form (above) along with proof of identity (photo ID) if the person is unknown to the pastor or authorized delegate. The processing fee is \$10.00.
- If the person is requesting through mail, fax or e-mail. Please, complete this request form. Make sure it is signed and completed. All written requests for sacramental records must contain substantiating information (e.g. name of parents, date of birth) so that legitimacy of the request can be ascertained.
- A person requesting a family member's sacramental record ( i.e the parent of a minor child or an adult who is a child of an infirm or deceased parent), if unknown to the pastor or authorized delegate, must provide proof of guardianship, power of attorney or executor status along with the signed record request, following procedures described below.

I, \_\_\_\_\_ have read the Sacramental Records Access Policy and authorize the (print name) release of my sacramental information and/or records to:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*If requesting a certificate for a minor or someone over which you have legal guardianship, please complete the statement below:*

I, \_\_\_\_\_, am the legal guardian of \_\_\_\_\_.  
(print name) (print name)

\_\_\_\_\_  
Signature of the Person or Authorized Representative for the Certificate

\_\_\_\_\_  
Date