

### **OBTAINING A BAPTISM RECORD**

A current baptism record (dated no more than six months old) is required for all students making First Reconciliation, First Eucharist and Confirmation. We must have these records prior to receiving Sacraments. Please note that the processing time varies between churches and can sometimes take up to six weeks to receive the record. We prefer that the record be mailed to you, then you check it for accuracy (correct names, spelling and dates), and then mail or bring it to the parish office. **We do not accept emailed or faxed baptism records because the imprinted church seal is not visible.**

**Church of the Holy Family Catholic Church  
1279 N Great Neck Rd.  
Virginia Beach, VA 23454  
Phone: 757-481-5702**

### **BAPTIZED AT HOLY FAMILY**

**If your child was baptized (or made a Profession of Faith) here at Holy Family, there is no need for you to do anything further. We have the baptism record (or Profession of Faith) in our records at the parish office.**

### **BAPTIZED AT A DIOCESAN PARISH**

**If your child was baptized at a Diocesan parish church, you may call, fax or write the Church of Baptism and request a current baptism record. Most parishes have their own website. If you need assistance with phone numbers or addresses, contact the parish office (481-5702). We have a directory of Catholic churches all over the United States.**

### **BAPTIZED AT A MILITARY CHAPEL**

**If your child was baptized through the military services, you may visit the Archdiocese website and request a certificate online or they offer a printable form to mail. Due to volume, they will not accept faxes.**

[www.milarch.org](http://www.milarch.org)

**Sacramental Records Department Archdiocese for the Military Services  
USA Post Office Box 4469  
Washington, DC 20017-0469**

Unlike a conventional diocese, the Archdiocese of the Military Services (AMS) has no parishes or parish registries. Because military chapels are United States

Government property, the maintenance of all records of sacraments performed on U.S. Military Installations are maintained by the AMS. This starkly contrasts the model used in diocesan parishes where all sacraments are recorded in the parish registry. The AMS currently maintains over 2.9 million records of sacraments performed on military installations.

- Processing time varies (usually 2-6 weeks)
- Busiest time: mid-January thru mid-June

### **NAME CHANGES**

Please note that when you request a record, the Church of Baptism will be looking for names as of the date of baptism. If the child's name or a parent's name has changed since baptism, the Church of Baptism has no way of knowing this. Be sure you supply the names as of date of baptism. Furthermore, if the child's name has changed for any reason since baptism, Holy Family will require legal documentation of the name change; for example, copy of final order of adoption and/or name change. Such documentation will be needed for us to properly notify Church of Baptism of subsequent sacraments.