

## Request for Baptism/Sacramental Certificate

This is a request for a newly issued copy of a baptism certificate for me (or my minor child) who was baptized at the **St. Richard's Catholic Church in Richfield, Minnesota**. (Please note that all subsequent sacraments received at St. Richard's Catholic Church will also be noted on the certificate.)

\_\_\_\_\_  
Full Name of Baptized Person

\_\_\_\_\_  
Name at time of baptism, if  
different than current name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of Baptism (if known, or approximate)

\_\_\_\_\_  
Approximate dates of any other sacraments received here

(check here, if this applies) The person this is being requested for was not baptized here but received other sacraments at St. Richard. (Please list any other sacraments received here and their approximate dates:)

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

\_\_\_\_\_  
Mother's Full Name, including ***Maiden Name***

I will stop by during regular office hours to pick this up. Please notify me, when ready.

I would like you to mail this documentation to:

Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed,

\_\_\_\_\_  
Baptized Person or Parent (if under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Best phone number, should St. Richard's staff need to reach me.

\_\_\_\_\_  
Email address of person making the request.

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Return this form to Fr. Mark Pavlik's attention at St. Richard's Catholic Church via:

- U.S. postal service: 7540 Penn Ave S, Richfield, MN 55423
- Scanning and emailing it to: [mpavlik@strichards.com](mailto:mpavlik@strichards.com).

St. Richard's Parish Office: 612-869-2426