

Registration Requirements for Baptism

Policy No. 603

Policy Statement:

Registration for Baptism requires:

- a Baptism of a Child Form – Appendix 603A completed and signed
- a realistic hope that the child will be brought up in the Catholic faith
- a copy of the Birth Certificate of the child (with parentage).

Intent of Policy:

To ensure that a child who receives the sacrament of Baptism is fully supported by those responsible for his or her faith upbringing – through consent and commitment.

Procedure:

Complete the Baptism of a Child Form – Appendix 603A

Birth Parents

- a) Both birth parents sign the Form.
- b) If one parent is absent, every effort is to be made to obtain the other signature.

Adoptive Parents

- a) Both adoptive parents sign the Form.
- b) If one adoptive parent is absent, every effort is to be made to obtain the other signature.
- c) The Adoption Order from the Court of Judgment is presented to the parish. The Order number is to be recorded on the Form.
- d) A date for the Baptism will not be set until the final adoption papers are received from the Court of Judgement, unless the birth parents sign the Form.

Single Parent

- a) Ensure the parent indicates “Yes” to the question, “Do you have the legal right to have your child baptized without the other parent’s consent?”
- b) The single parent signs the Form.
- c) The name of the father and the name of the mother are entered on the Form as they appear on the Birth Certificate.
- d) If the name of only one parent is indicated on the Birth Certificate, then the one name only is indicated on the Form.

Guardian (Court Appointed)

- a) Ensure guardian indicates “Yes” to the question, “Do you have the sole legal right to have this child baptized?”
- b) The guardian signs the Form
- c) The Guardianship Order from the Court of Judgment is presented to the parish. The Order number is to be recorded on the Form.

Foster Parent(s)

- a) Ensure the foster parent(s) has (have) indicated “Yes” to the question, “Do you have the consent of the parent(s)/guardian(s) to have this child baptized?”
- b) Legal documents are presented to the parish. Pertinent information is to be recorded on the Form.

A Permanent File that includes copies of all required documentation is created and retained at the parish of Baptism for each person receiving the sacrament of Baptism. (Policy No. 615 Permanent File)

Also refer to Policy:

No. 615 Permanent File

No. 811 Baptism and Profession of Faith Entries

Also refer to Appendix:

Appendix 603A Baptism of a Child Form

