

Baptism Entries of Adopted Children

Policy No. 812

Policy Statement: Baptism entries in the Baptism Register will be entered in accordance with the certificate of the Court of Judgement:

- when the child is presented for Baptism after adoption
- when the child has been previously baptized before adoption.

Intent of Policy To respect the rights of the adoptive parents and uphold the identity of the adopted children.

Procedure: **Baptism celebrated after adoption**

Children presented for Baptism by the adoptive parents:

- a) After Baptism, the particulars of the child are inscribed in the parish Baptism register according to the procedure in Policy No. 811 Baptism and Profession of Faith Entries.

Baptism previously celebrated before adoption

Children who were previously baptized in the Roman Catholic Church before adoption:

- a) After the adoption is finalized, a copy of the certificate of the Court of Judgment, a copy of the current Birth Certificate, and a proof of the child's Baptism are required.
- b) In the Baptism register of the parish of origin, the original entry of Baptism is to be clearly indicated as 'Entry A' in the Column 1 NUM (Number).
- c) In the Annotation Column, there will be a notation:
 - "Notice of Adoption"
 - the reference to the adoption information
 - the reference to the 'Entry B' and its specific location
 - a note: "As of [date], there will be no copy issued from this Act."
- d) In the Baptism register of the parish of origin, in the current year, an 'Entry B' is to be created and clearly indicated as 'Entry B.'
- e) The 'Entry B' is to follow the same recording procedure as outlined in Policy No. 811, indicating the new name and surname of the adopted child / the name of the adoptive mother (with maiden name) and the name of the adoptive father / the name of the new sponsor(s) or godparent(s).

The sponsor(s) entered in 'Entry A' is not re-entered in 'Entry B', as it might link to the birth parents. A new sponsor or sponsors may be assigned for the 'Entry B' record.

- f) The date & place of birth, the date & place of Baptism and the Name of the Minister of Baptism remain the same as in 'Entry A' and are re-entered in 'Entry B.'
- g) In the Annotation Column of 'Entry B,' a cross-reference is noted to the location of 'Entry A.'
- h) The 'Entry B' becomes the primary sacramental record of the baptized person. Every subsequent Baptism Certificate will be issued from the 'Entry B' Baptism register.
- i) Reception of the other sacraments and future annotations are to be made in the 'Entry B' record of Baptism.
- j) The following documents are kept in the Permanent File of the baptized person:
 - A copy of the final adoption papers (Court of Judgment)
 - A copy of the new Birth Certificate (with parentage), indicating the new name of the child and the names of the adoptive parents.

Refer to Policy:

- No. 600 Responsibility of Parents
- No. 603 Registration Requirements for Baptism
- No. 605 Selection of Sponsor
- No. 615 Permanent File
- No. 811 Baptism and Profession of Faith Entries
- No. 814 Baptism Certificate

Refer to Appendix:

- 603A Baptism of a Child Form
- 814A Baptism Certificate Template

