

Baptism Registers - Corrections and Changes

Policy No. 813

Policy Statement: Original entries in the Baptism Register are never to be altered.

Intent of Policy To protect and preserve the integrity of each sacramental record.

Procedure:

- a) Do not “White out”, erase, or make other cosmetic changes in the Baptism Register.
- b) No changes may be made to “old” entries of a person who is deceased.
- c) Allocate additional space in the Baptism Register for corrections or additions, as necessary, at the end of each year.

Exceptions: Corrections may be applied under the following provisions:

At the time of entry

- a single stroke is to be drawn through the incorrect word with the correct word printed next the stroked word.

Some time after the entry

- spelling correction – an official document with the correct spelling must be provided to justify the change. Make the change with the date and name of the person authorizing it, next to it.
- name change – an official document with the legal name change or adoption must be presented to justify the change.

- a) Variations to the information of a baptized person discovered through the Confirmation registration process should be followed-up, so as to match, if necessary, the original Baptism record with the current legal identification of the person, e.g., legal name change or adoption.
- b) File all supporting legal documentation in the Permanent File.
- c) Forward copies of original record, the change and supporting legal documentation to the Office of Canonical Services for the updating of duplicate records.

Also refer to Policy:

No. 615 Permanent File

No. 811 Baptism and Profession of Faith Entries

No. 817 Confirmation Register Entries