

## Creation of a Record - Sworn Affidavit Facts

## Policy No. 815

**Policy Statement:** When a sacramental record cannot be located or obtained, the information may be produced through a Sworn Affidavit fact from which an entry is created and maintained in the Sacramental Register.

**Intent of Policy** To determine the canonical status of a person.

**Definition:** A Sworn Affidavit fact is a legal document attesting that an event occurred. It is signed in the presence of and by a Commissioner for Oaths or a Notary Public.

**Procedure:**

- a) Make every effort to locate and obtain the sacramental record.
- b) Obtain Sworn Affidavit facts of one witness (parent, relative, sponsor, etc.) who was physically present at the celebration of the sacrament. The document will attest to the fact that the event occurred. It will indicate information pertaining to the identity of the person, the context, timeline and location of the sacrament celebrated, e.g., names, date, place, name of church, priest (c. 867). If the person was an adult at the time of the event, a sworn testimony is also acceptable (c. 867).
- c) Obtain other evidence that the event occurred, e.g., photographs of the celebration of the sacrament. These will be kept in the Permanent File with reference to their location in the Baptism Register.
- d) The notation “entry made on the strength of affidavit” must:
  - appear in the Annotation Column of the Sacramental Register.
- e) The notation “on the strength of affidavit” must:
  - be typed close to the signature of the pastor on the Sacramental Certificate so that it is included under the parish seal.

### For Baptism

- f) Obtain a copy of the Birth Certificate of the person (with parentage).
- g) If there is no proof or witness to attest to the celebration of the sacrament of Baptism, Conditional Baptism may be required.

### **Also refer to Appendix:**

- 815A Sworn Affidavit Facts (Baptism)
- 815B Sworn Affidavit Facts (Confirmation)