

Searches for Genealogical or Identification Purposes

Policy No. 824

While interest in any pertinent information contained in parish sacramental records with respect to family histories and lineage is legitimate, these records are confidential and were created under the presumption of privacy.

Policy Statement:

1. All requests for genealogical research must be directed to the archdiocesan Archives. Genealogical research service is not provided by parishes.
2. Direct access to sacramental registers is not permissible.
3. Individuals may obtain personal information in sacramental records either by viewing it in digitized format in person at the archdiocesan Archives or by making a written request for a non-digitized record, according to the following:
 - Baptism – after 100 years
 - Marriage – after 75 years
 - Burial – after 20 years
4. Individuals requesting a genealogical search for Métis status or Treaty status purposes may receive genealogical information solely to their direct line.

Definition:

Information indicated on a certificate copy for genealogical or identification reasons is as follows:

Baptism certificate:

- Name
- Names of Parents
- Date and place of birth
- Date and place of Baptism
- Name of Sponsors
- NO notations (from the Annotation column) will be released.

Marriage certificate:

- Names of groom and bride
- Date and place of marriage
- Officiating Priest/Deacon
- Witnesses

Burial certificate:

- Name
- Date and place of death
- Officiating Priest/Deacon
- Burial date and place
- Witnesses

Procedure:

- a) In-person requests for research
Contact the Archives and arrange for an appointment.
- b) In-writing requests for research
Complete the appropriate application form and submit a \$50 search fee to the archdiocesan Archives.
 - Genealogical Request Form for Baptism Record – Appendix 824A
 - Genealogical Request Form for Marriage Record – Appendix 824B
 - Genealogical Request Form for Burial Record – Appendix 824C
- c) Métis or Treaty status requests for research
 - Complete appropriate form as in b)
 - Complete Family Tree Form – Appendix 824D to establish direct line descent.
- d) Each request will be reviewed by Archives staff and completed within three weeks.
- e) The Archivist reserves the right to refuse to disclose information.
- f) Certificate copies will be mailed only after payment has been processed.

Also refer to Policy:

No. 823 Access to Sacramental Records – Authorized Personnel

Also refer to Appendix:

Appendix 824A Genealogical Request Form for Baptism
Appendix 824B Genealogical Request Form for Marriage
Appendix 824C Genealogical Request Form for Burial
Appendix 824D Family Tree Form