

Access to Sacramental Records – Authorized Persons

Policy No. 823

Policy Statement:

1. Only authorized persons have access to the information in a sacramental record, either for viewing or in the form of a certificate copy.
2. A fee will be charged to provide the information that is needed.

Intent of Policy

To ensure confidentiality and privacy of information for each a person.

Definitions:

Authorized persons (recipients):

- the person named on the sacramental record
- the parents of a minor whose name is on the sacramental record
- Catholic clergy or his delegate involved in canonical processes
- government representatives who present a signed release from the person whose record is required
- priests or staff members from another parish seeking to determine the canonical status of a person before conferring subsequent sacraments

Procedure:

- a) Determine eligibility of the individual and purpose of the request.
- b) Request individuals to complete the Sacramental Records Search Request Form and submit \$25.00 fee.
- c) Receive proper identification (photo ID) from individuals requesting information or a certificate copy of a sacramental record.
 - Certificates will only be issued in print format not electronic. This is to ensure and preserve authenticity of the information including signature and seal.
 - The certificate copy may be picked up in person at the parish of issuance where the individual will be requested to present their photo ID before it is released.
 - The certificate copy may be mailed:
 - i. to the appropriate school or parish that requires the certificate; or
 - ii. to the parish closest to the residence of the individual with a note explaining the policy and/or a prior call to the parish. The individual may then pick up the certificate copy in person at that parish

where they will be requested to present their photo ID before claiming the certificate; or

- d) Information on a certificate copy issued for sacramental purposes includes:
 - name of the person (birth name)
 - names of parents
 - date and place of birth
 - date and place of Baptism
 - presider (bishop, priest, deacon)
 - sponsor(s)
 - notations of other sacraments
- e) Some information in the Annotation Column may be omitted.

Exception:

Other persons may be given access to copies of sacramental records subject to privacy restrictions for historical research in consultation with the Archives of the Archdiocese.

Refer to Policy:

No. 814 Baptism Certificate

No. 822 Access to Sacramental Registers – Authorized Personnel

No. 824 Searches For Genealogy or Identification Purposes