

Sacramental records search request form - Appendix 823A

Step 1: Instructions

Please read carefully.

This form is to be used when requesting a search for a record of a sacrament received within the Archdiocese of Edmonton for oneself or for a minor child.

Fields marked with an * are mandatory. Without this information, requests cannot be processed.

- Complete one form per request.
- Include a non-refundable \$25.00 search fee per request.

You will be contacted with the search results within a week from the time your payment is received.

Step 2: Provide the following:

SACRAMENTAL INFORMATION

*Type of Sacramental Certificate requested for a search <table><tr><td>☐ Baptism</td><td>☐ Confirmation</td></tr><tr><td>☐ Profession of Faith</td><td>☐ Marriage</td></tr></table>		☐ Baptism	☐ Confirmation	☐ Profession of Faith	☐ Marriage
☐ Baptism	☐ Confirmation				
☐ Profession of Faith	☐ Marriage				
*Date Sacrament was received Provide approximate date if not known	* Name of church / Location Provide approximate location if not known				

INFORMATION ABOUT THE PERSON WHO RECEIVED THE SACRAMENT

*First Name	Middle Name	*Last Name	*Maiden Name or Last Name at Birth		
*Date of Birth					
*Father's First Name Type N/A if not known		*Father's Last Name Type N/A if not known			
*Mother's First Name Type N/A if not known		*Mother's Maiden Name Type N/A if not known			
*Was the Person adopted after baptism? <table><tr><td>☐ Yes Provide Adoption Record and current birth certificate</td><td>☐ No</td></tr></table>				☐ Yes Provide Adoption Record and current birth certificate	☐ No
☐ Yes Provide Adoption Record and current birth certificate	☐ No				

INFORMATION ABOUT THE SPOUSE *For the Sacrament of Marriage only*

*First Name	Middle Name	*Last Name	*Maiden Name or Last Name at Birth
*Date of Birth			
*Father's First Name Type N/A if not known		*Father's Last Name Type N/A if not known	
*Mother's First Name Type N/A if not known		*Mother's Maiden Name Type N/A if not known	

INFORMATION ABOUT THE PERSON REQUESTING THE SACRAMENTAL CERTIFICATE

*Requestor's First Name	Requestor's Middle Name	*Requestor's Last Name
*Are you Parish Staff ? ☐ Yes ☐ No	*Name of church / Location	*Reason for Requesting the Certificate
*Requestor's relationship to the Person who received the Sacrament		
*Email address:		*Phone number:

STEP 3: Payment Options

<p>1. Online through the Catholic Archdiocese of Edmonton's website: https://caedm.ca/donate/to-the-archdiocese/</p> <ol style="list-style-type: none"> Click "Other" to specify amount and then "Done". Under "Charitable Fund", choose "Archives" and click "Donate". Follow instructions on screen. In "Special Notes" state the purpose for the payment, e.g., "Search for baptism record". After payment is made, notify Archives staff and attach filled out form to: archives@caedm.ca
<p>2. By cheque made out to "The Catholic Archdiocese of Edmonton" then mailed to: The Catholic Archdiocese of Edmonton – Archives 8421 – 101 Avenue NW Edmonton, AB T6A 0L1</p>

Privacy statement:

The Catholic Archdiocese of Edmonton values the privacy of its patrons. It has reasonable security arrangements to protect personal information from unauthorized access, disclosure, alteration, or destruction. The Archives will gather only the personal information necessary to facilitate a request and the personal information will not be used for any other purpose.