Genealogical Request Form for Baptism Record — Appendix 824A

Step 1: Instructions
Please read carefully.

The Archives will only release baptism information to a third party for persons who were born 100 years prior to the current year, or for persons who have been deceased for 20 years.

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

- Complete one form per request.
- The search will commence after payment is received. Our standard to complete a request is three weeks (15 business days). It may take longer if staff are responding to multiple requests.

Step 2: *Information about the Request

Métis citizenship or Treaty Status registration	☐ **Yes**	*Complete & attach the Family Tree Form (Appendix 824D).* *Proceed to Steps 3 and 4 and submit.*
Canadian Citizenship	☐ **Yes**	
Other (please state)	☐ **Yes**	

Step 3: Baptism Information

*Was the person born 100 years prior?	☐ **Yes**	
	☐ **No**	*Attach a letter of permission, signed & dated, from the individual or their family.*
OR has the person been deceased for more than 20 years?	☐ **Yes**	*Death certificate may be required.*
	☐ **No**	*Attach a letter of permission, signed & dated, from the family.*

*Baptized as an Infant:	☐ **Yes** ☐ **No** ☐ **Not known**	
*Date of Baptism:	(dd/mmm/yyyy)	*Provide approximate date if not known*
*City of Baptism:		
Parish of Baptism:		
Presiding Clergy:	(First Name)	(Last Name)

Name of Person at the Time of Baptism

*Full Name:	(First Name)	(Middle Name)	(Last Name at Birth)
*Date of Birth:	*Provide approximate date if not known*		
	(dd/mmm/yyyy)		

Name of Parents

Father:	(First Name)	(Last Name)
Mother:	(First Name)	(Last Name at Birth)

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Step 4: Information about the person making the request

*Requestor's name:	(First Name)	(Last Name)	
*Requestor's relationship to the Person who received the Sacrament: *If requestor is an adoptee, attach a copy of the Adoption Order to establish biological relationship.*			
*Mailing Address:			
	(Street Address or P.O. Box)		
	(City)	(Province/State)	(Postal Code)
*Phone:			
*Email:		(Country)	
*Signature of person making this request		*Date (dd/mmm/yyyy)	

Step 5: Payment Options

1. **Online** through the Catholic Archdiocese of Edmonton's website:
   https://caedm.ca/donate/to-the-archdiocese/

   1. Click **"Other"** to specify amount and then **"Done".**
   2. Under **"Charitable Fund",** choose **"Archives"** and click **"Donate".**
   3. Follow instructions on screen. In **"Special Notes"** state the purpose for the payment, e.g., "Search for baptism record".
   4. After payment is made, notify Archives staff and attach filled out form to: archives@caedm.ca

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

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.