Genealogical Request Form for Burial Record — Appendix 824C

Step 1: Instructions
Please read carefully.

The Archives will only release burial information to a third party for persons who have been deceased for 20 years prior to the current year.

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

- Complete one form per request.
- Due to the high number of requests, we are unable to estimate how long it will take to provide the service.

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: Burial Information

*Date of Death:	(dd/mmm/yyyy)	*Provide approximate date if not known*
*Place of Burial:	(City)	(Cemetery Name)
Place of Funeral:	(City)	(Parish)
Presiding Clergy:	(First Name)	(Last Name)
	(The name of the Presiding Clergy may be helpful if the Burial Record cannot be found.)	

Name of Person at the Time of Death

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

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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.