



Sacramental Certificate Request Form

Please complete this form if you require a certificate to continue your sacraments in the Catholic Church or proof of identity. No administrative fee is required for this request.

Requestor Information (REQUIRED)

Reason for Request

Baptism Marriage Godparent Proof of Identity Other: _____

Date of Sacrament/Event: _____

First Name: _____ Last Name: _____

Institution: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ E-mail: _____

Information Requested (REQUIRED)

Full Legal Name at time of Sacrament: _____

Date (or approximate) of birth: _____

Date (or approximate) of Sacrament: _____

Parish and/or City of Sacrament: _____

Father's Full Name: _____

Mother's Full Name (including Maiden name): _____

Additional Information: _____

Guardianship Statement (if applicable)

I _____ certify that am the legal guardian
(print name)

of _____ and have enclosed proof of guardianship with my request.
(print name)

Signature

Date



Sacramental Certificates Statement

Sacramental records are always created by the parish where the sacrament is conferred and those records are owned by the Catholic Diocese of St. Augustine, FL (see *Sacramental Records Policy*). The Archives of the Diocese of St. Augustine will issue Sacramental Certificates from sacramental registers in its custody for Catholics wishing to continue their faith journey or for proof of identity only.

All requests for sacramental certificates must be submitted in writing with a valid form of identity that includes a photo and signature. Pastors and/or authorized Diocesan staff may waive this requirement if the requestor is personally known. No sacramental requests are accepted over the phone or via e-mail unless they come from authorized personnel such as Diocesan or parish staff. Searches take a minimum of 4 to 6 weeks to complete.

While certificates must be requested by the individual on whom the sacrament was conferred, they may be requested on behalf of an individual by their legal guardian with proof of parentage or guardianship.

Sacramental registers are not open to the public for parishioners for examination to protect individual privacy and the registers from wear and tear. Sacramental records searches are completed by an authorized Diocesan employee or a pastor, only.

A *Sacramental Information Request* may be completed to obtain sacramental information older than 100 years for genealogical or research purposes. No Sacramental Certificates will be issued for genealogical purposes.

Acknowledgement Statement (REQUIRED)

I, _____, certify that I have read the Sacramental
(print name)

Certificates Statement and understand the policy.

Signature

Date

Sacramental Records Release Statement (if applicable)

I, _____, certify that I have read the Sacramental
(print name)

Certificates Statement and authorized release of my sacramental information and/or records to:

First Name: _____ Last Name: _____

Institution (if applicable): _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ E-mail: _____

Signature

Date