

DIOCESE OF BROOKLYN

FORM TO REQUEST A SACRAMENTAL CERTIFICATE FROM:

_____ (Name of Parish) _____ (Neighborhood, if known)

1. WHAT ceremony is a certificate requested for?

- _____ Baptism
- _____ Confirmation
- _____ Marriage
- _____ Other: Specify: _____

2. WHY is the certificate requested/needed?

- Church use: _____ Marriage
_____ 1st Communion or Confirmation
_____ Annulment
_____ Other: _____

- Legal use: _____ Inheritance issues
_____ Social security issues
_____ Citizenship/passport issues
_____ Adoptive history
_____ Other: _____

- Personal use: _____ Searching family tree
_____ Bringing family records up-to-date
_____ Other: _____

PLEASE CLEARLY PRINT ALL INFORMATION BELOW

3. a. NAME OF PERSON making this request:

_____ (Print Name) _____ (Signature)

b. RELATIONSHIP OF REQUESTOR (Quest 3a) to person whose record is being sought:

4. NAME OF PERSON(s) whose record is(are) sought:

_____ (Last Name) _____ (First Name) _____ (Middle Name)

_____ (Last Name) _____ (First Name) _____ (Middle Name)

5. NAME OF PARENTS of person(s) whose record is(are) being sought:

Father: _____
(Last Name) (First Name)

Mother: _____
(Last Name) (First Name)

6. DATE AND PLACE OF BIRTH: _____

7. DATE AND PLACE OF CEREMONY: _____

8. NAMES OF SPONSORS/WITNESSES: _____

9. NAME AND ADDRESS TO WHOM THE CERTIFICATE IS TO BE SENT:
(If this request is going to be mailed to a parish please attach a stamped, self-addressed envelope)

10. PHONE/EMAIL CONTACT FOR ADDITIONAL INFORMATION:

(Name) (Phone) (Email)

Dated: _____ Signature: _____

Note: The Diocesan Archives does **not** charge a fee for sacramental records needed for church use. We do ask for a donation of at least \$25 to cover the cost of staff time to research all other requests. Please make your check or money order payable to the 'R.C. Diocese of Brooklyn'. To the following mailing address:

R.C. Diocese of Brooklyn
Office of the Archivist
310 Prospect Park West
Brooklyn, NY 11215

Note: If you are not the individual whose record is being requested please provide proof of death if the person is deceased *or* power of attorney if the person is still living.