

# **DIOCESE OF LANSING**

## **SACRAMENTAL RECORDS REQUEST FORM**

*This form is used when certificates are requested by Individuals*

Request Date: \_\_\_\_\_  
Day Month Year

**Items 1-7 must be completed for each entry.**

1. NAME OF PARISH AND CITY IN WHICH SACRAMENT WAS PERFORMED:

2. NAME OF SACRAMENT: BAPTISM 1<sup>ST</sup> COMMUNION CONFIRMATION MARRIAGE OTHER \_\_\_\_\_

3. NAME AT TIME OF SACRAMENT:

4. APPROXIMATE DATE OF SACRAMENT:

5. DATE OF BIRTH: CITY/STATE OF BIRTH:

6. NAME OF FATHER:

7. NAME OF MOTHER:

8. FOR BAPTISMAL CERTIFICATE REQUESTS:

AT THE TIME OF YOUR BAPTISM WERE YOU: INFANT CHILD ADULT

GODMOTHER \_\_\_\_\_ GODFATHER \_\_\_\_\_

9. IF THIS IS NOT YOUR OWN RECORD, WHAT IS YOUR RELATIONSHIP TO THE PERSON(S):

REQUESTOR NAME:

ADDRESS:

CITY, STATE, ZIP:

DAYTIME TELEPHONE NUMBER:

SEND TO:

ATTENTION:

STREET ADDRESS:

CITY, STATE, ZIP:

SIGNATURE: \_\_\_\_\_

(SIGNATURE OF REQUESTOR)

**PLEASE NOTE: A COPY OF A PHOTO IDENTIFICATION MUST ACCOMPANY THIS FORM.**

INSTRUCTIONS:

1. Please be sure to list your legal name (e.g. Maiden Name) at time the Sacrament was completed
2. Please DO NOT use nicknames or derivatives unless that is your legal name (i.e. Charlie vs Charles)
3. The Date of Birth is **required**. Date of Sacrament is helpful
4. **Tribunal**: If you are requesting a spouse's certificate for the annulment process, please state that on the form and include the name and address of your Advocate. The certificate can only be sent directly to the Advocate.
5. **Marriage Prep**: Please include the name of the Catholic Church where you are doing your marriage prep, the church address, city, state, zip. Include the name of the person you are working with for your marriage prep. The certificate will be sent directly to the parish where you are doing your marriage prep. If you are requesting the certificate more than 6 months out from the wedding date, please check with your coordinator. Most require the certificate to be dated within 6 months of the wedding date.
6. **Parents**: You can request a sacramental records certificate for your child **if** they are a minor (under 18 yrs of age) or you have legal guardianship for an adult son/daughter. Otherwise, once they turn 18 yrs of age, they will need to complete the form to request their own records.

If you have any questions, please contact the parish office.