



Sacramental Information Request Form

Please complete this form for historical genealogical information and mail a copy of a state issued ID with a photo and signature and a check, cashier's check, or money order to: Diocese of St. Augustine Attn: Fiscal, 11625 Old St. Augustine Road Jacksonville, FL 32258.

Requestor Information (REQUIRED)

First Name: _____ Last Name: _____

Institution: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ E-mail: _____

Certificate Requested (REQUIRED)

Baptism First Communion Confirmation Marriage Funeral/Death

Full Legal Name at time of Sacrament: _____

Date 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: _____

Relationship Statement (if applicable)

I _____ certify have a direct relationship
(print name)

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

Signature

Date



Sacramental Information Release 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 is the custodian of some sacramental registers and responds to information requests for those. A list may be obtained from the Archives & Records Management Office upon request. It is the responsibility of each parish to respond to requests for information from sacramental registers in their custody.

Because of the way sacraments are recorded, information is searched by the individual and sacrament. The Archives & Records Management Office of the Catholic Diocese of St. Augustine, FL does not perform family tree or full genealogical line research.

The physical sacramental register books are not open to the public or parishioners for examination to protect individual privacy and the volumes from wear and tear. Sacramental records searches are completed by an authorized Diocesan employee or a pastor, only. Select registers have been microfilmed or digitized and are available online. See Vanderbilt's *Slave Societies Digital Archive* (<https://www.slavesocieties.org/>) or the *Genealogical Society of Utah's microfilm collection* (www.familysearch.org).

Sacramental information of deceased individuals from *inactive registers* (that is registers older than 100 years) is available to the public upon written request with a valid form of identity that includes a photo and signature. Sacramental information of deceased individuals from *active registers* (that is, registers younger than 100 years) is only available to an immediate family member with a valid form of identity that includes a photo and signature and proof direct family relationship (e.g. birth/death certificates). An administrative fee is assessed for all Sacramental Information Requests regardless of result (see *Archives Fee Schedule*). No requests are accepted over the phone or via e-mail.

Sacramental Certificates are never issued for genealogical purposes. Instead, the Archives will provide the requestor with information in a response letter. At the discretion of the Director of Archives & Records Management, staff may provide the requestor with an image of the sacramental entry, excluding preceding and proceeding entries.

A *non-refundable administrative fee* of \$25 is required for one Sacramental Information request and will still be charged in the event that no results are obtained. The Diocese of St. Augustine only accepts checks, cashier's check, or money orders, made payable to the "Diocese of St. Augustine." Please put "Archives Genealogy" in the note line of the check. Fees may be waived at the discretion of the Director of Archives & Records Management or Chancellor.

Acknowledgement Statement (REQUIRED)

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

Certificates Statement, understand the policy, and have enclosed and administrative fee of _____.

Signature

Date