



# Saint John Paul II Catholic Parish

## BAPTISMAL CERTIFICATE REQUEST FORM

All sacramental records for an individual are maintained by the parish where baptism took place. Updated baptismal certificates are required for many reasons (marriages, confirmation sponsors, baptismal sponsors, etc.). The “updated” baptismal certificate should be dated within six months of the intended sacrament (marriage, confirmation, baptism). This certificate will contain notations on all the sacraments received (first communion, confirmation, marriages).

If you have been asked for an updated baptismal certificate and you were baptized in Christ the King Church, Holy Rosary Church, St. Ann’s Church, St. Anthony’s Church or Our Lady of Guadalupe Church, please complete the information below. The parish staff will research the sacramental books based on the information you provide so please be as accurate as possible (i.e. if you don’t know the exact date of baptism, provide the month and year).

The updated certificate can be faxed or emailed to the requesting parish on your behalf. The original will be mailed to you.

**NOTE:** only the baptized person or the parents of the baptized person can request a copy of the baptismal certificate. If you are the legal guardian, please be prepared to show these documents to the parish staff.

Name of the Baptized person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip Code

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month Day Year City State

Date of Baptism: \_\_\_\_\_ Place of Baptism: \_\_\_\_\_  
Month Day Year Church City

Father’s Name: \_\_\_\_\_ Mother’s Name: \_\_\_\_\_

GodFather’s Name: \_\_\_\_\_ GodMother’s Name: \_\_\_\_\_

Where would you like the information sent?

Name of the Church: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

### FOR OFFICE USE ONLY

Original sent to requestor: Date: \_\_\_\_\_ Record Location: Volume: \_\_\_\_\_ Page: \_\_\_\_\_ Line \_\_\_\_\_

**Signature:** \_\_\_\_\_