



THE ROMAN CATHOLIC
DIOCESE OF PHOENIX

SACRAMENTAL RECORDS POLICY AND PROCEDURES

2019

The Roman Catholic Diocese of Phoenix

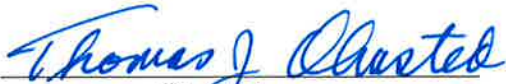
DECREE OF PROMULGATION

DECREE

In accord with canon 535 of the Code of Canon Law, I hereby promulgate the Sacramental Records Policy and Procedures. This document abrogates all previous policies regarding sacramental records and must be followed by all persons accessing any sacramental records within the Diocese of Phoenix.

In accord with canon 8, this law will take effect 30 working days from the date of promulgation.

Given at the Diocesan Pastoral Center, Phoenix, Arizona, on this 22nd Day of January in the year of Our Lord 2019.


+Thomas J. Olmsted
Bishop of Phoenix



Maria R. Chavira, Ph.D.
Chancellor



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THE ROMAN CATHOLIC CHURCH OF THE DIOCESE OF PHOENIX

POLICIES AND PROCEDURES

4-7 Sacramental Records Policy and Procedures

***The Sacramental Records Policy and Procedures* establishes a uniform protocol for the creation, maintenance, storage and preservation of permanent records pertaining to the sacramental life of the faithful of the Diocese of Phoenix.**

The importance of maintaining accurate, legible and up-to-date sacramental records, as well as the prompt notification and recording of notations to sacramental records, cannot be overstated – from the standpoint of both canon and civil law.

In particular, the baptismal register serves as the primary record of one's canonical status in the Church. The sacrament is recorded in the register at the church in which the sacrament is celebrated. The parish of the individual's baptism is *always notified* of that person's reception of other sacraments received so that the required notation may be made to update the individual's baptismal record. Justice to the individual and to the greater Church community demands that all sacramental records be kept with diligence and care.

Canon 535 of the **Code of Canon Law** notes:

§1. Each parish is to have parochial registers, that is, those of baptisms, marriages, deaths, and others as prescribed by the conference of bishops or the diocesan bishop. The pastor is to see to it that these registers are accurately inscribed and carefully preserved.

§2. In the baptismal register are also to be noted confirmation and those things which pertain to the canonical status of the Christian faithful by reason of marriage, without prejudice to the prescript of can. 1133, of adoption, of the reception of sacred orders, of perpetual profession made in a religious institute, and of change of rite. These notations are always to be noted on a baptismal certificate.

§3. Each parish is to have its own seal. Documents regarding the canonical status of the Christian faithful and all acts which can have juridic importance are to be signed by the pastor or his delegate and sealed with the parochial seal.

§4. In each parish there is to be a storage area, or archive, in which the parochial registers are protected along with letters of bishops and other documents which are to be preserved for reason of necessity or advantage. The pastor is to take care that all of these things, which are to be inspected by the diocesan bishop or his delegate at the time of visitation or at some other opportune time, do not come into the hands of outsiders.

§5. Older parochial registers are also to be carefully protected according to the prescripts of particular law.

4-7.1 GENERAL PRINCIPLES

4-7.1.1 Required Registers

In the Diocese of Phoenix, each parish and quasi-parish is to maintain the following registers:

1. Baptismal Register
2. Confirmation Register
3. First Communion Register
4. Marriage Register
5. Death Register

Each register shall include the name of the parish, the dates and shall be indexed. Although computer storage *may supplement* the registers for reference or statistical purposes, it is not an acceptable replacement for the books themselves.

Missions and chapels are not to have sacramental registers. If sacraments are performed at these locations, they are to be recorded in the parish in whose territory they reside. Personal parishes are to keep their own sacramental records.

4-7.1.2 Responsibility/Delegated Responsibility

In the spirit of canon 535, accountability for the creation, maintenance, preservation and use of all sacramental records rests with the person canonically responsible for the parish or quasi-parish, whether pastor or administrator. The person in charge may choose to delegate the day-to-day administration (e.g. routine inscription entries) of the registers to a parish secretary or another responsible person. All information contained in the registers is to be handled with discretion and confidentiality.

4-7.1.3 Eastern Catholics

Special attention must be given to sacramental situations involving Catholics of an Eastern Catholic Church (e.g. Chaldean, Maronite, Melkite, Syro-Malabar, Ukrainian, etc.) as these Catholics are subject to the *Code of Canons of the Eastern Churches*.

The Office of Canonical Services and the Tribunal should be consulted regarding questions concerning the valid and licit celebration of a sacrament for an Eastern Catholic.

4-7.1.4 Caring for Registers

As records intended for perpetuity, registers must receive special handling and care. For tips to ensure long-term service and preservation, please see “Caring for Registers” in *Appendix D*.

4-7.1.5 Permanent Bindings, Paper, Ink and Storage

Since registers are meant for permanent preservation of the records noted, the bindings and paper must be of a quality that is considered permanent, durable and acid-free (i.e., non-yellowing). The ink that is used must also be of a permanent quality. Only black ink should be used. The best types of inks are those made for art work or India inks (usually found in cartridges). A black ball-point or roller-ball pen is acceptable. Felt-tip pens and pencils are not acceptable, due to their tendency to fade over time. Registers are to be kept in a locked and fireproof vault, safe or file at the parish site.

4-7.1.6 Accuracy and Legibility

Since the registers are kept for future reference and may serve as legal proof (canonical and civil) of church events, age, and/or nationality status, it is necessary that the entries be made accurately and legibly. For this reason entries, except for signatures, shall be printed rather than written out longhand. If a signature is used in an entry of a sacrament (e.g., by the minister of the sacrament), the name of the minister is to be printed carefully beneath the signature. An inaccurate or illegible record is a great disservice to the persons involved and to their families.

4-7.1.7 Promptness in Making Complete Entries in Registers

Entries must be made in the appropriate register(s) within seven working days of the celebration of the sacrament/burial. All the data necessary for the entry (place of birth, sponsor’s name, etc.) must be collected prior to the celebration of the sacrament/burial so that the inscription of the complete information in the register will not be delayed. Prompt entries prevent the inadvertent loss/misplacement of important data or the serious possibility that the information will not be entered in the register at all.

4-7.1.8 Registers Cannot be Removed

Under no circumstance is a register to be kept off-site or removed from the parish site.* When the register is not in use for reference or inscription (e.g., at night when the parish office closes), it is to be returned to its secure location in the fireproof vault, safe or locked file. Should a register require repair or rebinding, the diocesan Office of Archives and Records must be consulted as to appropriate steps to be taken.

* In some situations, older registers that are seldom accessed and could be in danger of deteriorating may be transferred to the diocesan Office of Archives and Records for safekeeping. A transfer of a parish's register from the parish site to the diocesan Office of Archives and Records requires the written consent of the Board of Directors of the Parish Corporation. Registers transferred to the diocesan Office of Archives and Records will be duplicated by diocesan archives staff, and a copy of that register will be issued to the parish. Certificates will continue to be issued by the parish.

4-7.1.9 Supporting Documentation

When documentation is required for an entry in a sacramental record, or to make a correction in a record, it is best that the documentation not be retained by the parish. For example, when requesting birth certificates for baptism, the parish should return the birth certificate to the person after entering the requisite information in the baptismal register. There is no need to keep a copy of the birth certificate at the parish. If documentation is used to make a correction or addition to a record, a notation of the type of document seen and a protocol number, if applicable, is placed in the notation regarding the change and the documentation is returned to the requestor. If documentation, such as an affidavit, is used to record a missing entry, such documentation should be destroyed once the entry has been recorded in the appropriate register.

4-7.1.10 Corrections, Additions, Deletions

1. The proper way to correct a factual error (name, date, etc.) in a register is as follows:
 - a. A factual error, such as a spelling mistake, is corrected by drawing a single or double line through the incorrect entry and clearly noting the correction adjacent to the incorrect entry. Under no circumstance is correction fluid or any type of tape to be used.
 - b. Corrections of factual errors are only made with authenticating evidence – e.g., certified court decree. In such a case, the court record/protocol number must be listed in the notations column. Certificates may be made using the corrected information.
 - c. In the notation column, list the name of the person authorizing the correction as well as and the date of the correction.
 - d. For the sake of legibility, it may be necessary to create a completely new entry on another page in the register. In such a case, the original entry in its entirety should be crossed out with a single or double line and, in the notation column, reference made to the page and number of the location of the corrected entry. The register's index must also be cross-referenced accordingly.
2. Names of sponsors cannot be changed once the sacrament is celebrated. The entry in the sacramental register is a legal and historical record verifying the facts as they

existed at the time of the celebration of the sacrament; those facts cannot be selectively altered at a later date.

3. When someone changes their legal name, a notation may be made on the baptismal record with authenticating evidence – e.g., certified court decree. In such a case, the court record/protocol number must also be listed in the notations column. However, due to the historical nature of the record, a certificate must always be made using the name at the time of baptism.

4-7.1.11 Missing Records

If an individual has received a sacrament but the event was not recorded, the record can be recreated with appropriate proof. Only that data which can be verified with certainty should be entered in the register, even though this may leave an incomplete entry.

Appropriate proof includes:

1. Copies of the civil and/or canonical certificate;
2. Completed affidavits from two witnesses present at the celebration of the sacrament (see sample form in *Appendix A*);
3. An affidavit or letter from the presiding cleric;
4. Photographs or videos may be used as valid evidence when other evidence is not available or sufficient; and
5. “To prove the conferral of baptism, if prejudicial to no one, the declaration of one witness beyond all exception is sufficient or the oath of the one baptized if the person received baptism as an adult” (canon 876).

Notations are to be made along with the date and signature of the person authorizing the newly-created entry. Supporting documentation is to be referenced in the notations of the entry. Once the sacrament is recorded in the appropriate register, supporting documentation is to be returned to the requestor. Affidavits should be destroyed once the entry has been recorded in the appropriate register.

4-7.1.12 Recording Sacraments/Burials Celebrated in Institutions or Outside the Parish

A sacrament/burial taking place in an institution (e.g., an emergency baptism celebrated in a hospital or care facility) is recorded in the register of the parish or quasi-parish in whose territory the institution is located. These sacraments/burials shall not be recorded in the parish to which the priest or deacon is assigned if it is not the territorial parish in which the institution is located.

4-7.1.13 Annual Inspection of Registers

Each of the registers noted above is inspected on an annual basis by the Bishop of Phoenix, the local Dean or another of the Bishop's Vicars. Each register is certified as inspected with the appropriate seal, signature and date of inspection. A *Sacramental Records* form documenting the inspection is then sent to the Chancellor by the inspecting Dean or Vicar.

4-7.1.14 Ownership of Sacramental Records

All parish sacramental records are property of the respective parish or quasi-parish.

4-7.1.15 Closed/Combined Parishes

If a parish or quasi-parish closes or is merged with another, the records shall be maintained by the territorial parish that canonically assumes parochial responsibility.

4-7.1.16 Copies of Registers

Registers can be protected from loss due to fire, age or heavy use by making duplicate copies in any one of several ways: photocopies, microfilm, digital scans, etc. Under no circumstance, however, shall the original register be discarded. Any steps taken to duplicate registers shall be regarded as a means of preservation, not as a means of free access or publication of information therein. The diocesan Office of Archives and Records can assist with duplication.

The same restrictions of access apply to copies as to original records (see *Procedures for Access to Sacramental Records* below). As with original records, no copies of registers or the data they contain, whether on microfilm or otherwise, may ever be given, loaned or sold to any person or institution.

4-7.1.17 Procedures for Access to Sacramental Records

1. Access to sacramental records is restricted (see General Principles).
2. A person requesting his or her own sacramental record or certificate may:
 - a. Make the request in person by providing the pastor or authorized delegate a signed sacramental certificate request form (see *Appendix A*) along with proof of identity (photo ID).
 - b. Make the request in writing with original signature by mail. Such a written request must include the signature of the requesting party. All written requests for sacramental records must also contain proof of identity (a clear copy of a photo ID) and substantiating information (e.g., name of parents, date of birth) so that legitimacy of the request can be ascertained.

3. A person requesting a family member's sacramental record or certificate must provide proof of parental authority, guardianship, power of attorney or executor, personal representative or other legal status along with the signed record request, following procedures described in 2 above. A family member is considered to be immediate family such as a mother, father, child but does not include extended family such as an aunt or uncle.
4. Requests for sacramental records made by government or corporate agencies (i.e., Social Security Administration, U.S. Citizenship & Immigration Services, insurance companies, etc.) must be accompanied by a release form authorizing the release of the information to the agency, signed by the person whose record is requested, or signed by a person who provides proof of parental authority, guardianship, power of attorney or executor, personal representative or other legal status on behalf of the person whose record is requested.
5. Subpoenas and other court orders compelling the disclosure of sacramental records must be submitted to the Diocesan General Counsel prior to any disclosure. The Diocesan General Counsel may recommend legally available steps that may be necessary or appropriate to protect the privacy and confidentiality of the faithful, to protect the faithful from harassment, to defend the ecclesiastical rights of the Church to govern itself and such other interests.
6. Registers are not open for genealogy, family history or research. Official certificates will not be issued for this purpose.

4-7.1.18 Fees

Every individual has the right to an official certificate of their sacramental record.

1. There is no charge for certificates issued at the time of the reception of the sacrament.
2. Fees for *additional* certificates must be minimal, and must be waived in cases of financial hardship.
3. Parishes should not charge any fee for merely providing information from registers.

4-7.2 BAPTISM

The baptismal record is the primary record of a person's status within the church (canon 535, §2).

1. The baptismal record is to include:
 - a. Full name as found on birth certificate (even for adults);

- b. Date and place of birth as found on birth certificate;
- c. Date and place of the baptism;
- d. Full name of father;
- e. Full birth or “maiden” name of mother;
- f. Full names of the sponsors (and Christian witness or proxy, if applicable); and
- g. Full name of minister of the sacrament.

See canon 877, §1.

4-7.2.1 Notations of other Sacraments, etc.

Notations of the reception of other sacraments must also be included in the baptismal register. Even if these sacraments are conferred at the same parish, the notations are to be recorded in the baptismal register. Additional notations to the register include confirmation, first communion, marriage, religious profession, conditional baptisms, rites supplied, annulments, change of church *sui iuris*, laicization, and dispensations from vows.

4-7.2.2 Certificates

1. A baptismal certificate contains the canonical status of a Catholic and therefore must be completed properly. Certificates are to be issued as soon as possible after the sacrament is recorded in the register. If a person was baptized in another church or ecclesial community and received into the Catholic Church by a profession of faith, a profession of faith certificate is not acceptable for the reception of new sacraments or for canonical purposes; only a baptismal certificate from the Catholic Church is acceptable proof of the reception of sacraments.
2. A properly issued baptismal certificate **MUST** include:
 - a. Name as it is listed in the register. (If there has been an adoption, see section 4-7.2.6. If there has been a correction or name change, see section 4-7.1.10.);
 - b. Date of baptism; if the person was baptized in another faith, a notation of the religion of the baptism is needed;
 - c. If the person made a profession of faith, a notation of the date should be included;
 - d. Notations of all other sacraments received;
 - e. Notations of annulments, laicization, or dispensation of vows, if applicable;
 - f. If there are no notations in the baptismal register, the certificate **MUST** say “No Notations;”
 - g. Signature of the Pastor or his delegate;
 - h. Date; and
 - i. Parish seal.
3. A routine baptismal certificate is to include all information of a public nature, but may not include any confidential notations, such as references made to adoption.

4. A notation at the bottom of the certificate regarding the entry number of the record in the register is optional.
5. A government issued birth certificate is to be used as supporting documentation for the baptismal record. If the government issued birth certificate is not possible to obtain, the hospital record can be used to verify the date of birth and parent's names.
6. Entering information into the baptismal register based on verbal statements alone is not allowed.
7. See Appendix C for baptism certificate samples. If other baptism certificates are used other than these samples, they must have a section for notations.

4-7.2.3 Sponsors

The baptized individual is to have at least one, and no more than two sponsors. All sponsors must be Catholic. If there are two sponsors, there is to be only one male and one female and cannot be the parents of the one to be baptized. If more than two sponsors are present, it is important to inform the minister of baptism which two sponsors will be officially recorded in the baptismal record.

A baptized person who belongs to a non-Catholic ecclesial community is not a sponsor but a Christian witness. A Catholic who does not meet the requirements of a sponsor cannot be a Christian witness. The name of a Christian witness is to be listed in the notations in the register. The name of a Christian witness is not to be added to a baptismal certificate, unless pastoral sensitivity suggests otherwise (see canons 872-874).

If a sponsor cannot be present at the baptism, he or she may appoint another person to serve as proxy. When appointing a proxy, the sponsor should do so in writing so it is clear who is the sponsor and who is the proxy. In the baptismal register, the names of both the sponsor and the proxy must be entered, both under the column for sponsors (see sample in Appendix B).

One's sponsors can never be changed since they are historical witnesses to the baptism.

4-7.2.4 BAPTISM: Profession of Faith

The names of persons who are baptized Christians and who enter into full communion with the Catholic Church by means of a profession of faith shall be recorded in the parish baptismal register. The date listed in the column for the date of baptism is the date of the non-Catholic baptism and not the date of the Profession of Faith. "Profession of Faith" or "Received into Full Communion" and its date should clearly be indicated in the notations column of the baptismal register. The church/denomination and place of the non-Catholic baptism of the party, and all other information as required and known must also be listed (see baptism section).

See the Norms on Issuing Baptismal Certificates (4-7.2.2) for directions on how to issue a certificate for someone who has made a profession of faith and samples in Appendix C.

4-7.2.5 BAPTISM: Unwed Parents

The word “illegitimate” is not to be used. “If it concerns a child born to an unmarried mother, the name of the mother must be inserted, if her maternity is established publicly or if she seeks it willingly in writing or before two witnesses. Moreover, the name of the father must be inscribed if a public document or his own declaration before the pastor and two witnesses proves his paternity; in other cases, the name of the baptized is inscribed with no mention of the name of the father or the parents” (canon 877, §2).

4-7.2.6 BAPTISM: Adoption

Baptism shall be postponed until after the child has been placed with the adopting parent(s) and the adoption is final, except in extraordinary circumstances such as a serious threat of imminent death. This is with the understanding that the postponement will be for a relatively short time only.

Recording the Baptism of Adopted Children (The National Conference of Catholic Bishops, in accord with the prescriptions of canon 877, §3).

1. For children baptized after their adoption is finalized, the following information shall be entered in the register:
 - a. Christian name(s) of the child as designated by the adoptive parent(s);
 - b. Name(s) of the adoptive parent(s);
 - c. Date and place of birth;
 - d. Names of the sponsors selected by the adoptive parent(s);
 - e. Place and date of the baptism;
 - f. Name of the minister performing the baptism; and
 - g. Fact of adoption but not the names of the natural parents.

Baptismal certificates issued by the parish for adopted children will be no different from other baptismal certificates. No mention of the fact of adoption shall be made on the baptismal certificate.

2. For children baptized before their adoption is finalized, the following notations shall be added to the baptismal register, but only after the adoption has been finalized and with due regard for the civil law of the jurisdiction:
 - a. Parentheses shall be placed around the names of the natural parents;
 - b. Name(s) of the adoptive parent(s) shall then be added;
 - c. Child's former surname shall also be parenthesized and the new surname added; and
 - d. A notation shall be made that the child was legally adopted, including date and court number/protocol number.

Baptismal certificates issued by the parish for these individuals shall give only the name(s) of the adoptive parent(s), the child's new legal surname, the date and place of baptism, and the name of the minister who conferred the sacrament. The name(s) of the sponsor(s) shall not be given, and no mention of the fact of adoption shall be made on the baptismal certificate.

For future ease in reference, and to afford what may often be the only possibility of reference after the adoption has been finalized, a baptismal entry for the adopted child can be made in the baptismal register of the adoptive parents' parish, citing the date and location of the original baptismal record, and listing only the name of the adoptive parents, and the date and place of birth.

Parish personnel having access to parish registers have an obligation not to disclose to any person any information which would identify or reveal, directly or indirectly, the fact that a person was adopted.

4-7.2.7 BAPTISM: Emergencies and Supplied Rites

When the baptism occurs in an emergency situation, either at home or in an institution such as a hospital, the baptism is recorded at the parish in which the home or institution is located. The register is to be completed as outlined for ordinary baptisms, and a notation can be made of the location in which the baptism occurred (hospital, home, etc.). The certificate does not need to include this notation. The certificate can simply be altered to read "in the parish of" instead of "in the church of" to indicate the location of the baptism. See the sample baptismal certificate for an emergency baptism in Appendix C.

In cases where the rites are supplied at a later date, a notation that the celebration was completed, stating the date and place, should be listed in the notation of the baptismal record. If the rites were supplied in a parish other than where the baptism is recorded, notification of the celebration of the completion of the rite is to be sent to the parish of baptism. In the parish where the rite was completed, the baptism and completion of the rite should be recorded in that parish as well to help the person baptized locate their records in the future. All required information for the recording of a baptism is to be entered here with a notation that this is not the official record and that no certificate can be issued from this record. The parish should direct the one baptized to the proper parish of baptism for a certificate of baptism. No other notations should be placed in the record of the place where the rites were supplied.

4-7.2.8 BAPTISM: Same Sex Couples Presenting a Child for Baptism

"According to the disposition of can. 877 *CIC* [Code of Canon Law], the parish priest must record in the baptismal register the name of the natural or adoptive father and mother (man and woman) or that of the unmarried mother (woman), as well as that of the father (man) if his paternity is proven by a public document.

The annotation of same sex partners or "transgender persons" as parents would be contrary to the aforementioned canon and the teaching of Our Lord and of the Church on

marriage as desired by God to be a union between a man and a woman. If one of the partners is the child's natural father or mother, he or she must be mentioned in the register; the other partner cannot be annotated.

Given the above indications, we do not consider it possible to annotate in the baptismal register two mothers or two fathers or a "transgender father" whose real nature is a woman or a "transgender mother" whose real nature is a man" (Pontifical Council for Legislative Texts, Prot. N. 15986/2017).

Therefore, if the parents of a child are of the same sex, only one name is listed under mother (woman) or father (man.) If one parent is the natural parent, that parent is listed, and the adoptive parent is not listed in the register. If both parents are adoptive parents, then one parent is chosen to be listed as either the mother (woman) or father (man) and the other adoptive parent cannot be listed in the register.

The parent not listed is not eligible to be a sponsor or Christian witness and therefore cannot be entered in the register in that column. Their name should also not be listed in the remarks or notations column.

The parent must present a government issued birth certificate or legal adoption record as supporting documentation for the baptismal record. The information provided in the government issued birth certificate or legal adoption record regarding the birth and adopted parent is to be recorded in the notations.

In cases of gender reassignment of a baptized person after baptism, the original entry shall not be changed. If there is a legal name change, see 4-7.1.10.

4-7.3 FIRST COMMUNION

1. The first communion register is to include:
 - a. Full name of the first communicant as found on their baptismal certificate;
 - b. Date and place of the reception of first communion;
 - c. Date and place of baptism, as verified from baptismal certificate; and
 - d. Full name of parents as found on communicant's baptismal certificate.
2. A copy of the baptismal certificate is required as supporting documentation except when the first communion is to take place at the same parish where the baptism occurred. In this instance, the baptismal record must be verified prior to first communion.
3. A certificate is to be issued as soon as possible after the event is recorded in the register.
4. Notification of the reception of this sacrament is to be sent to the parish of baptism.

5. The date and place of the reception of this sacrament is to be noted in the baptismal register even if the sacrament took place in the same parish.

4-7.4 CONFIRMATION

1. The confirmation register is to include (canon 895; related canons 518, 519, 535):
 - a. Full name of the confirmed as found on their baptismal certificate;
 - b. Confirmation name, if different than baptismal name;
 - c. Date and place of baptism, as verified from baptismal certificate;
 - d. Full names of parents as found on person's baptismal certificate;
 - e. Full name of sponsor;
 - f. Date and place of the event;
 - g. Name of minister; and
 - h. Name of proxy (if applicable).
2. A copy of the baptismal certificate is required as supporting documentation except when the confirmation is to take place at the same parish where the baptism occurred. In this instance, the baptismal record must be verified prior to confirmation.
3. A confirmation certificate is to be issued as soon as possible after the event is recorded in the register.
4. When the confirmation is celebrated jointly (more than one parish), or a parish chooses to celebrate the sacrament in another parish due to church size, the following directive shall be followed:
 - a. The parish in which the confirmation occurred shall be the official location of the permanent sacramental record.
 - b. The confirmations are entered in the sacramental register of the host parish. The host parish may have a separate confirmation register to record the confirmations of visiting parishes.
 - c. A representative from the visiting parish may go to the host parish and record the names in the sacramental register of the host parish. The confirmation register is never permitted to be taken from the premises of the host parish for purposes of inscription or recording. Like all sacramental registers of a parish, they must remain at the parish and held in a fireproof cabinet or safe.
 - d. A representative from the visiting parish will prepare the certificates for their confirmandi using the certificates of the host parish.
 - e. A representative from the visiting parish will prepare the necessary notification to the church of baptism for their confirmandi. The name of the host parish must be the only parish listed on the notification to avoid confusion by the church of baptism.

- f. A notation may be made in the confirmandi's home parish's confirmation register indicating that they were confirmed at a visiting parish - this is done to assist in the search of these records. Certificates will not be issued from this record, since it is inscribed there for the exclusive purpose of reference.
5. Notification of the reception of this sacrament is to be sent to the parish of baptism.
6. The date and place of the reception of this sacrament is to be noted in the baptismal register even if the sacrament took place in the same parish.
7. If a sponsor cannot be present at the confirmation, he or she may appoint another person to serve as proxy. When appointing a proxy, the sponsor should do so in writing so it is clear who is the sponsor and who is the proxy. In the confirmation register, the names of both the sponsor and the proxy must be entered.

One's sponsors can never be changed since they are an historical witness to the confirmation.

4-7.5 RECONCILIATION

The sacrament of reconciliation pertains exclusively to the internal forum, and therefore registers for these records are never created nor are certificates issued.

4-7.6 HOLY ORDERS

1. "After an ordination has taken place, the names of those ordained and of the ordaining minister and the place and date of the ordination are to be noted in a special register to be kept carefully in the chancery of the place of ordination; all the documents of individual ordinations are to be preserved carefully" (canon 1053, §1).
2. "The ordaining bishop is to give to each of the ordained an authentic testimonial of the reception of ordination; if a bishop other than their own promoted them with dimissorial letters, they are to show the testimonial to their own ordinary for notation of the ordination in a special register to be kept in the archive" (canon 1053, §2).
3. "The local ordinary if it concerns seculars, or the competent major superior if it concerns his own subjects, is to send notice of each ordination celebrated to the pastor of the place of baptism, who is to record it in his baptismal register according to the norm of can. 535, §2" (canon 1054).

4. A departure from the clerical state (laicization) is also to be noted; such notification will also be sent to the parish of baptism and is to be recorded in the baptismal record.

4-7.7 MARRIAGE

4-7.7.1 Marriage Register

“After a marriage has been celebrated, the pastor of the place of the celebration or the person who takes his place, even if neither assisted at the marriage, is to note as soon as possible in the marriage register the names of the spouses, the person who assisted, and the witnesses, and the place and date of the celebration of the marriage according to the method prescribed by the conference of bishops or the diocesan bishop” (canon 1121, §1).

1. The marriage register is to include:
 - a. Full names of both individuals as it appears on their baptismal record (if not baptized, the name given at birth, or “maiden” name for the woman);
 - b. Date and place of baptism of bride and groom, as verified from baptismal certificates;
 - c. Date and place of the marriage celebration;
 - d. Full names of witnesses;
 - e. Name of officiant;
 - f. Notation regarding dispensation or permission, as it applies; and
 - g. Notation of annulment, as it applies.

4-7.7.2 Prenuptial File

The prenuptial file created for the marriage is to be retained in the permanent files of the parish archives where the marriage took place. *There is one exception. (see 4-7.7.4, number 3).

1. The outside of the envelope may indicate the correlating register entry number.
2. Supporting documentation in the prenuptial file *must* include:
 - a. Current baptismal certificates for baptized parties (dated less than six months prior to request);
 - b. Completed prenuptial forms, copy of signed civil marriage license (to be retained in file following Church wedding);
 - c. Proof of marriage preparation inventory;
 - d. Certificates from the required marriage preparation courses (see Marriage Policy);
 - e. Two Affidavits of Free Status for each party (bride and groom), sworn by persons who have known the parties for at least five years. These must be witnessed by a priest, deacon, or delegate and affixed with a parish seal;

- f. Documentation providing necessary dispensations, permissions, or delegations (when necessary);
- g. Verification of annulment (when necessary); and
- h. Death certificate (when necessary).

4-7.7.3 Marriage Notations

There are several notations that may be used in the marriage register. The most common of these include: dispensation from impediments, permissions, decrees of dissolution or nullity, and sanations.

1. The required format for the notations is as follows:
 - a. Dispensation from disparity of cult granted by “title” of competent authority, date;
 - b. Permissions for a mixed marriage granted by “title” of competent authority, date;
 - c. Dispensation from canonical form granted by “title” of competent authority, date;
 - d. Dissolution granted, date of dissolution, protocol number, diocese of tribunal;
 - e. Decree of nullity granted (annulment), date of decision, protocol number, diocese of tribunal; and
 - f. Radical sanation (*sanatio in radice*) issued by the Bishop, date.

4-7.7.4 Marriage: Place of Record

Marriages are to be recorded in the register of the parish at which the ceremony takes place, with one exception (see number 3).

1. In cases where the ceremony occurs in the chapel of an institution (e.g., Brophy Chapel), the marriage is to be recorded at the territorial parish in which the institution is located.
2. In cases where a wedding is celebrated with permission for a marriage outside an approved place (hotel conference room or other indoor venue), the marriage is recorded at the territorial parish in which the venue is located (canon 1118, §2).
3. In cases where a wedding is celebrated with dispensation from canonical form, the marriage is recorded in the register at the parish in which marriage preparation took place and dispensation was requested, and at the Chancery or the Tribunal of the diocese granting the dispensation (canon 1121, §3). The prenuptial file is to be kept at the parish in which preparation took place.
4. The index of the marriage register is to be arranged alphabetically by the last names of both spouses. The required format is “male surname/female surname.” The name to be used for the bride’s surname is that which is found on her baptismal certificate or, if not baptized, her birth or “maiden” name.
5. Notification of the reception of this sacrament is to be sent to the place of baptism.

4-7.8 CHRISTIAN INITIATION OF ADULTS

1. Records for RCIA

- a. **Register of Catechumens:** The parish must maintain an accurate list of who has participated in the Rite of Acceptance (RCIA 46). The register must include:
 - a) Full name of the individual;
 - b) Name of the sponsor(s);
 - c) Name of the minister of the Rite; and
 - d) Date and place of the Rite.

An official bound Register of Catechumens is not necessary but the list of those who are accepted as Catechumens should be maintained and accessible by the Pastor or his delegate until the Catechumens have been baptized.

- b. **Book of Elect:** Each parish must maintain an official bound Book of Elect, in which those Catechumens who will be admitted to the Sacraments of Initiation duly enroll their names prior to the Rite of Election celebrated at the Cathedral the 1st Sunday of Lent (RCIA 119, 123). The Book of Elect may be signed during the Rite of Sending (cf. RCIA 106), or another appropriate time prior to the Rite of Election.
- c. **Sacraments of Initiation:** The sacraments of Baptism, Confirmation and First Communion received by Catechumen and Candidates prepared in the RCIA are recorded in the appropriate registry in the required way (Baptism, First Communion, Confirmation Registers).
- d. **Profession of Faith:** The names of persons who are baptized Christians and who enter into full communion with the Catholic Church by means of a profession of faith shall be recorded in the parish baptismal register. The date listed in the column for the date of baptism is the date of the non-Catholic baptism and not the date of the Profession of Faith. "Profession of Faith" or "Received into Full Communion" and its date should clearly be indicated in the notations column of the baptismal register. The church/denomination and place of the non-Catholic baptism of the party, and all other information as required and known must also be listed (see baptism section).
- e. **Recording a Marriage:** When a person becomes Catholic and is already in a valid marriage, the marriage should be recorded in the notations of their baptismal record, even if the marriage was not performed in the Catholic Church. See Reception into Full Communion/Profession of Faith sample register in Appendix C.

2. Death of a Catechumen

- a. “When it concerns funerals, catechumens must be counted among the Christian faithful” (canon 1183, §1).
- b. A record of death for the catechumens are recorded in the death register in the usual way.

4-7.9 OTHER

4-7.9.1 Sick Calls

The creation and maintenance of parish sick call registers is recommended, but not required by canon law.

4-7.9.2 Death

1. “When the burial has been completed, a record is to be made in the register of deaths according to the norm of particular law” (canon 1182).
2. The death register is to include:
 - a. Full name of the deceased;
 - b. Age;
 - c. Name of nearest relative;
 - d. Date of death;
 - e. Sacraments (Anointing of the Sick, Viaticum);
 - f. Name of the presider; and
 - g. Date and place of burial or interment.
3. The notation in the register should clearly indicate if the deceased was a Catechumen.
4. In cases where the burial is celebrated in another parish, the death is not entered into the register until notification of the burial or interment is received.
5. If burial does not immediately proceed funeral mass the pastor may record the death of a parishioner for historical records.
6. If a cleric is called upon to preside at a burial of a baptized non-Catholic, an entry can be made in the parish's death register together with a notation concerning the religion of the deceased and the services that were provided.
7. The register should be chronologically arranged by date of person’s death.

4-7.9.3 Consecrated Life

1. Records relating to perpetual profession in a religious institute are maintained by individual Orders.
 - a. Notification of the perpetual profession is to be sent to the place of baptism.
 - b. The date and place of profession and the name of the witness are to be noted in the baptismal register.
 - c. Dispensation from a perpetual profession is also to be noted in the baptismal register.
2. The notation of the consecration of a virgin should be made in the baptismal register of the consecrated virgin.
 - a. The date and place of profession and the name of the witnessing bishop are to be noted in the baptismal register.
 - b. The consecrated virgin will receive a document testifying to her consecration and a copy is filed in the Diocesan Archives.

4-7.9.4 Change of Church *sui iuris* (Rite)

When a person transfers from one Catholic Church to another (commonly referred to a change of rite), that transfer must be notated in the person's baptismal record. When a transfer of this nature occurs, the parish of baptism will receive notification of the transfer from the Bishop who has accepted the transfer to his Church, or from Rome. Notation of the transfer should only occur with the proper notification of the Bishop or Rome.

APPENDIX A

SAMPLE FORMS



Sacramental Record(s) Request

This form is to be sent to the parish where the sacrament was performed. If parish is unknown, make the request in writing with original signature by mail or in person to the Office of Archives and Records at 400 E. Monroe, Phoenix, AZ 85004. For more information, contact the Office of Archives and Records at 602-354-2475 or archives@dphx.org.

Request Date: _____

In order to protect the privacy of the individual involved, certificates are only issued to the person whose record is requested, or a person who provides proof of parental authority, guardianship, power of attorney, executor/personal representative or other legal status on behalf of the person whose record is requested. NO official certificates are issued for genealogical purposes. Photo ID must be presented. (A nominal fee may be charged.)

Indicate sacramental record(s) requested: Baptism, First Communion, Confirmation, Marriage, other. If requesting marriage certificate, provide name of spouse.

Name of parish in which sacrament was performed:

Name at the time of sacrament:

Approximate date of sacrament: _____ Date of birth: _____

Name of father:

First and maiden name of mother:

Name of sponsor(s) (if known):

Name of minister of the sacrament (if known):

Name of requestor:

Purpose of request:

Address:

City, state, zip:

Daytime phone number:

E-mail address (if any):

I hereby authorize the release of the records indicated above and confirm that I have the legal authority to authorize such release.
Signature: _____
(Signature of named recipient of sacrament or authorized recipient of document)

For Office Use Only

Processed by: _____ Date received: _____ Date completed: _____

Notes:



Affidavit of Baptism

This form is used when there is a verifiable Baptism, but no official document or certificate exists.

I testify that _____
(full name of person at the time of baptism)

child of _____
(first and maiden name of mother of person baptized)

and _____
(full name of father of person baptized)

born in _____
[include locality (town, city, county, etc.), region (state, province, territory, etc.), and country]

on the _____ day of _____ in _____
(day of birth) (month of birth) (year of birth)

WAS BAPTIZED

on the _____ day of _____ in _____
(day of Baptism) (month of Baptism) (year of Baptism)

at _____
[place of Baptism, including church name (or hospital, etc.), locality (town, city, county, etc.), region (state, province, territory, etc.) and country]

by _____
[name of the individual who performed the Baptism (include the title of the individual, if known)]

the sponsor (or sponsors) being _____
(if known)

and _____
(if known)

SWORN STATEMENT

I _____ declare under penalty of perjury,
(printed name of baptismal witness)

that I witnessed this baptism and that the answers I have given are the truth, the whole truth and nothing but the truth. SO HELP ME GOD.

Signature _____ Date: _____

Relationship to the baptized: _____

Office Use Only:

Date affidavit received: _____ Received by: _____

Parish receiving affidavit record: _____

Full address of parish: _____

The Association for Catechumenal Ministry (SCM) grants the original purchaser (parish, local, parochial institution, or individual) permission to reproduce and modify this form.



Affidavit of _____

This form is used when there is a verifiable sacrament other than baptism, but no official document or certificate exists.

I testify that _____
(full name of person at the time of sacrament)

child of _____
(first and maiden name of mother of person)

and _____
(full name of father of person)

born in _____
[include locality (town, city, county, etc.), region (state, province, territory, etc.), and country]

on the _____ day of _____ in _____
(day of birth) (month of birth) (year of birth)

Received the sacrament of: _____
(First Communion, Confirmation, Marriage)

on the _____ day of _____ in _____
(day of sacrament) (month of sacrament) (year of sacrament)

at _____
[place of sacrament, including church name (or hospital, etc.), locality (town, city, county, etc.), region (state, province, territory, etc.) and country]

by _____
[name of the individual who performed the sacrament (include the title of the individual, if known)]

the sponsor (or sponsors) being _____
(if known)

and _____
(if known)

SWORN STATEMENT

I _____ declare under penalty of perjury,
(printed name of witness)
that I witnessed this sacrament and that the answers I have given are the truth, the whole truth and nothing but the truth. SO HELP ME GOD.

Signature _____ Date: _____

Relationship to the person above: _____

Office Use Only:

Date affidavit received: _____ Received by: _____

Parish receiving affidavit record: _____

Full address of parish: _____

The Association for Catechumenal Ministry (SCM) grants the original purchase (parish, local, parochial institution, or individual) permission to reproduce and modify this form.

APPENDIX B

**EXAMPLES OF
BAPTISMAL REGISTER
ENTRIES**

BATPSIMAL REGISTER ENTRIES

STANDARD ENTRIES

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	First Communion May 10, 1997 Confirmation, May 10, 1997
Rodriguez, Julia	San Jose, CA Apr. 29, 2017	May 24, 2017	Carlos Rodriguez Julia Garcia	Victor Garcia Isabel Garcia	Rev. Walter Smith	

CONDITIONAL BAPTISM

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	Baptized conditionally.

BAPTISMAL REGISTER ENTRIES, CONT.

UNMARRIED PARENTS - NO FATHER NOTED

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Smith, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	_____ Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	

UNMARRIED PARENTS - FATHER ATTESTED AND NOTED

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Smith, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	Paternity established by court record no. 10-310.

BAPTISMAL REGISTER ENTRIES, CONT.

CHRISTIAN WITNESS

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith (Christian Witness)	Rev. Walter Smith	

PROXY GODPARENT

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith (Ruth Miller as proxy)	Rev. Walter Smith	

BAPTISMAL REGISTER ENTRIES, CONT.

EMERGENCY BAPTISM

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 21, 1987	Jul. 7, 1987	Joseph Doe Mary Smith			Baptized by mother at home, per mother's testimony given Jul. 10, 1987

BRINGING BAPTIZED CHILD INTO THE CHURCH/ RITES SUPPLIES

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 21, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	Rites supplied on Aug. 22, 1987; Emergency baptism done in the territory of St. Mary's, Chandler, AZ. Baptismal certificate provided by St. Mary's - cannot issue from this parish.

RECEPTION INTO FULL COMMUNION/ PROFESSION OF FAITH

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 21, 1987	Jul. 7, 1987	Joseph Doe Mary Smith		Rev. Barbara White	Baptized at Faith Lutheran Church; Profession of faith Jul. 2, 2010. Confirmation Jul. 2, 2010. First Communion Jul. 2, 2010. Married Susan Green April 1, 2008, Denver, CO

BAPTISMAL REGISTER ENTRIES, CONT.

MOVE TO EASTERN CATHOLIC CHURCH

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	Ascribed as Maronite, Oct. 15, 2007.

TESTIMONY OF WITNESS VERIFYING RECEPTION OF SACRAMENT (CONFIRMATION)

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	Confirmed Mar 6, 1997 at Our Lady of Fatima, Phoenix AZ, attested to by mother and sister on Nov. 10, 2007.

BAPTISMAL REGISTER ENTRIES, CONT.

NOTATION OF CONFIRMATION AND MARRIAGE

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	Confirmed Mar. 6, 1987 Our Lady of Fatima, Phoenix, AZ Married Jessica Clark, Nov. 2, 2010, St. Mary's Basilica, Phoenix, AZ.

NOTATION OF ORDINATION TO PRIESTHOOD

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	Confirmed Mar. 6, 1987, Our Lady of Fatima, Phoenix, AZ. Ordained transitional deacon May 24, 2007, Ss. Simon and Jude Cathedral, Phoenix, AZ. Ordained Priest, May 30, 2008, Ss. Simon and Jude Cathedral, Phoenix, AZ.

BAPTISMAL REGISTER ENTRIES, CONT.

NOTATION OF ORDINATION TO PERMANENT DIACONATE

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doc, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	Confirmed Mar. 6, 1997, St. Paul Phoenix, AZ. Married Teresa Kennedy Apr. 14, 2007, Christ the King, Mesa, AZ. Ordained permanent deacon Nov. 10, 2019, St. Simon and Jude cathedral, Phoenix, AZ.

NOTATION OF PERPETUAL PROFESSION

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Williams, Teresa	Tucson, AZ Dec. 2, 1969	Dec. 12, 1969	Peter Williams Helen Smith	Michael Miller Sarah Williams	Rev. Walter Smith	Confirmed Feb. 10, 1974, St. Paul, Phoenix, AZ. Perpetual profession, Oct. 2, 1994, Missionaries of charity, Chicago, IL.

BAPTISMAL REGISTER ENTRIES, CONT.

NOTATION OF MARRIAGE OUTSIDE AN APPROVED PLACE

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doc Brenda Smith	Rev. Walter Smith	Married Jessica Clark Jul. 1, 2017 at Hilton Hotel, Phoenix, AZ, with permission.

NOTATION OF DECLARATION OF NULLITY (ANNULMENT)

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doc Brenda Smith	Rev. Walter Smith	Married Jessica Clark Nov. 2, 2010, St. Mary's Basilica, Phoenix, AZ. Decl. of Nullity, Phoenix, protocol no. 2015-0400, Jan. 10, 2015

NOTATION OF MARRIAGE AFTER ANNULMENT

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doc Brenda Smith	Rev. Walter Smith	Married Jessica Clark Nov. 2, 2010, St. Mary's Basilica, Phoenix, AZ. Decl. of Nullity, Phoenix, protocol no. 2015-0400, Jan. 10, 2015. Continued in Book 6, page 10.

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Continued	from Book 4	1, Page 20			Married Teresa Kennedy Jul. 1, 2017, St. Paul, Phoenix AZ.

BAPTISMAL REGISTER ENTRIES, CONT.

NAME CORRECTION (FACTUAL ERROR)

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doer, Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	Error in name verified by Maria Diaz, birth certificate, Oct. 4, 2017.

ADOPTION - BAPTISM AFTER ADOPTION

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Adams, Anthony	Tucson, AZ Jan. 3, 2017	Oct. 1, 2017	Paul Adams Teresa Smith	John Green Mary Green	Rev. Walter Smith	Child adopted May 3, 2017 court no. 75-400, Phoenix, AZ.

ADOPTION - BAPTISM BEFORE ADOPTION

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
(Johnson), Smith William	Mesa, AZ Aug. 30, 2016	Nov. 1, 2016	(Anthony Johnson) (Nancy Lewis) Peter Smith Tracy Adams	Thomas Grey	Rev. Walter Smith	Child adopted May 1, 2017 court no. 75-400, Phoenix, AZ.

CREATING A MISSING RECORD

Name of Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Notations
Doe, John	Phoenix, AZ May 31, 1987	Jul. 7, 1987	Joseph Doe Mary Smith	Thomas Doe Brenda Smith	Rev. Walter Smith	Creation of a missing baptismal record based on the testimony of Thomas Doe and Brenda Smith, Apr. 29, 2010, Verified by Maria Diaz.

APPENDIX C

**BAPTISM CERTIFICATE
SAMPLES**

CERTIFICATE OF BAPTISM



Parish Name
Parish Address
Parish City, State, Zip Code

This is to certify

that	First and Last Name
child of	Father's Name
and	Mother's First Name and Maiden Name
born in	City and State
on	Date of Birth
was baptized on	Date of Baptism
in the church of	Name of Church
according to the Rite of	Denomination of the Church or Ecclesial Community
by	First and Last name of person who baptized
the Sponsors being	First and Last Name of Sponsors

As recorded in the Baptismal Register of this Church.

Signature	Signature
Title	Title of person signing
Date	Date



Notations: Other Sacraments received, date and location – NO NOTATIONS if no notations recorded.

SAMPLE WHEN THERE ARE NO NOTATIONS

CERTIFICATE OF BAPTISM



St. George Catholic Church
1234 Calvary Way
Phoenix, AZ 85000

This is to certify

that	John Doe
child of	Joseph Doe
and	Mary Smith
born in	Phoenix, AZ
on	May 31, 1987
was baptized on	July 7, 1987
in the church of	St. George Catholic Church
according to the Rite of the	Roman Catholic Church
by	Rev. Walter Smith
the Sponsors being	Thomas Doe and Brenda Smith

As recorded in the Baptismal Register of this Church.

Signature

Signature

Title

Pastor

Date

Date

Notations: NO NOTATIONS



SAMPLE WHEN THERE ARE NOTATIONS

CERTIFICATE OF BAPTISM



St. George Catholic Church
1234 Calvary Way
Phoenix, AZ 85004

This is to certify

that	John Doe
child of	Joseph Doe
and	Mary Smith
born in	Phoenix, AZ
on	May 31, 1987
was baptized on	July 7, 1987
in the church of	St. George Catholic Church
according to the Rite of the	Roman Catholic Church
by	Rev. Walter Smith
the Sponsors being	Thomas Doe and Mary Smith

As recorded in the Baptismal Register of this Church.

Signature	Signature
Title	Pastor
Date	Date



Notations: Confirmation April 5, 2010, St. George, Phoenix, AZ; First Communion April 5, 2010, St. George, Phoenix, AZ; Marriage June 23, 2015, to Barbara Cross, St. Albert the Great, Phoenix, AZ

CERTIFICATE OF BAPTISM



St. George Catholic Church
1234 Calvary Way
Phoenix, AZ 85004

This is to certify

that	John Doe
child of	Joseph Doe
and	Mary Smith
born in	Phoenix, AZ
on	May 31, 1947
was baptized on	July 7, 1947
in the church of	St. George Catholic Church
according to the Rite of the	Roman Catholic Church
by	Rev. Walter Smith
the Sponsors being	Thomas Doe and Mary Smith

As recorded in the Baptismal Register of this Church.

Signature	Signature
Title	Pastor
Date	July 1, 2016



Notations: Confirmation April 5, 1960, St. George, Phoenix, AZ; First Communion September 24, 1955, St. George, Phoenix, AZ; Marriage June 23, 1967, to Barbara Cross, St. Albert the Great, Phoenix, AZ, declared invalid by the Diocese of Phoenix, September 21, 2014, prot. #2013-1234

SAMPLE WHEN THERE WAS A LEGAL NAME CHANGE

CERTIFICATE OF BAPTISM



St. George Catholic Church
1234 Calvary Way
Phoenix, AZ 85004

This is to certify

that	John Doe
child of	Joseph Doe
and	Mary Smith
born in	Phoenix, AZ
on	May 31, 1987
was baptized on	July 7, 1987
in the church of	St. George Catholic Church
according to the Rite of the	Roman Catholic Church
by	Rev. Walter Smith
the Sponsors being	Thomas Doe and Brenda Smith

As recorded in the Baptismal Register of this Church.

Signature	Signature
Title	Pastor
Date	July 1, 2016



Notations: Confirmation April 5, 2010, St. George, Phoenix, AZ; First Communion April 5, 2010, St. George, Phoenix, AZ; Marriage June 23, 2015, to Barbara Cross, St. Albert the Great, Phoenix, AZ.

SAMPLE WHEN THERE WAS A PROFESSION OF FAITH

CERTIFICATE OF BAPTISM



St. George Catholic Church
1234 Calvary Way
Phoenix, AZ 85004

This is to certify

that	John Doe
child of	Joseph Doe
and	Mary Smith
born in	Phoenix, AZ
on	May 31, 1987
was baptized on	July 7, 1987
in the church of	Faith Lutheran Church
according to the Rite of the	Lutheran Church
by	Rev. Barbara White
the Sponsors being	Brenda Smith and Thomas Doe


As recorded in the Baptismal Register of this Church.

Signature	Signature
Title	Pastor
Date	July 1, 2016



Notations: Profession of Faith April 5, 2010, St. George, Phoenix, AZ; Confirmation April 5, 2010, St. George, Phoenix, AZ; First Communion April 5, 2010, St. George, Phoenix, AZ; Marriage June 23, 2015, to Barbara Cross, St. Albert the Great, Phoenix, AZ

SAMPLE WHEN THERE ARE NOTATIONS AND A PROFESSION OF FAITH



The Holy Sacrament of Baptism

✠ *This is to Certify* ✠

That John Doe

The Son } of Joseph Doe

The Daughters } and Mary Smith

born in Phoenix, AZ CITY on May 31 1987

was Baptized on July 7 1987 in the Church of
Faith Lutheran Church

according to the Rite of the Lutheran Church CITY

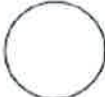
by Rev. Barbara White

Sponsors were _____ and _____

as recorded in the Baptismal Register of this Church

Paul M. Smith Pastor

Dated 7-1-16



SEAL OF CHURCH

Going therefore, teach ye all nations; baptizing them in the name of the Father, and of the Son, and of the Holy Ghost Matt. 28-19

Profession of Faith July 2, 2010

Notations

First Communion	{	<u>July 2, 2010</u>
Confirmation	{	<u>July 2, 2010</u>
Marriage	{	<u>Susan Green</u>
		<u>April 1, 2008</u>
		<u>Denver, CO</u>
Diaconate	{	
Religious Profession	{	

SAMPLE WHEN THERE WAS AN EMERGENCY BAPTISM



CERTIFICATE OF BAPTISM

St. George Catholic Church
1234 Calvary Way
Phoenix, AZ 85000

This is to certify

that	John Doe
child of	Joseph Doe
and	Mary Smith
born in	Phoenix, AZ
on	May 31, 1987
was baptized on	May 31, 1987
in the parish of	St. George Catholic Church
according to the Rite of the	Roman Catholic Church
by	Rev. Walter O'Malley
the Sponsors being	John and Mary Green

As recorded in the Baptismal Register of this Church.

Signature	Signature
Title	Pastor
Date	July 1, 2016



Notations: Confirmation April 5, 2010, St. George, Phoenix, AZ;
First Communion April 5, 2010, St. George, Phoenix, AZ;
Marriage June 23, 2015, to Barbara Cross, St. Albert the Great,
Phoenix, AZ

APPENDIX D: CARING FOR REGISTERS

(Used with permission from the Catholic Diocese of Pittsburgh, with modifications)

Sacramental records form an important religious function. They document an individual's spiritual journey and the spiritual growth of the parish. The records may also be used as legal documents when civil documents do not exist. Canon law requires parishes to maintain and preserve their sacramental records. While time, fire and flood pose very real threats, the greatest danger these records face is poor storage and wear and tear caused by poor handling. This guide provides the parish with guidelines on the proper handling and storage of these irreplaceable documents.

Storage and Handling

Registers are to be kept in a locked and fireproof vault, safe or file at the parish site.

- If the books are stored on shelving, they should stand upright on their bottom edge.
- If the books are stored in a file cabinet where they cannot stand upright, they should be stored on their spine, not on the edge opposite the spine. The books should be properly supported and not allowed to sag or lean against each other. Nor should they be placed tightly together.
- If the registers are too large to be stored upright or on their spines, they can be stored flat. However, no more than 3 volumes should be stacked upon one another.
- Make sure that the bottom shelf is at least 3 inches off the floor.

Careless handling of sacramental registers can accelerate deterioration. Always handle registers carefully.

- When removing a book from the shelf, do not grasp it by the top of the spine. Grasp the sides of the book firmly on each side and gently slide it out.
- When they are taken out to add or retrieve information, do the work quickly and immediately return the book to storage. Do not leave an open book exposed to light.
- The area where the volumes are to be used should be free of food and liquids, clean, flat and large enough to support the registers.

Environmental Conditions

The environmental conditions in which the registers are kept will go a long way in determining how long the paper will last. The two major threats to the records are temperature and humidity.

- Ideally, the records will be stored at a constant temperature of 68 degrees year around and a constant relative humidity of 35% - 45%. Not all parishes can fulfill such precise requirements, but steps can always be taken to avoid high temperatures, dampness and direct sunlight.
- Ideally, your parish will provide a storage space that has both heating and air conditioning and a humidifier/dehumidifier. *Do not store the records in a basement area.* Do not adjust the thermostat when the staff leaves for the day. Maintain the same temperature level year-round.
- The worst thing that happens to paper stored in a poor environment is that it becomes brittle. The first warning sign that the paper is becoming brittle is that it discolors along the edges. If any volume shows signs of discoloration, contact the diocesan Office of Archives and Records. If the deterioration can be caught and treated early enough, the volume can generally be saved. Once the paper becomes brittle, there is nothing that can be done to reverse the process.

Actions to Avoid

- Do not use Scotch tape under any circumstances. It is highly acidic and destructive to paper.
- Do not laminate any pages. The process involves driving plastic into the paper through heat. It will ultimately destroy the paper and is virtually irreversible.
- Do not staple, glue, or paper clip any documents to the pages of the registers.
- Do not photocopy the pages of the registers. Pressing the register down on the photocopier weakens the binding.
- Do not expose the registers to sunlight or artificial light more than necessary. Both types of light emit ultraviolet (UV) radiation which is extremely damaging to paper.
- Do not let any vendor do any work on your records without first contacting the diocesan Office of Archives and Records. If a vendor approaches your parish, contact the diocesan archives before agreeing to let them do any work.
- Rebinding that destroys any data or renders any part of the records unusable is not acceptable. Contact the diocesan Office of Archives and Records for consultation before any rebinding or restoration work is undertaken.

- Under no circumstances shall the original register be discarded.

Summary

Maintain the volumes properly. Address any problems with the books as soon as they arise. The longer you put off conservation repairs, the more expensive and difficult those repairs will become.

Sacramental records are the most valuable records in the diocese and must be preserved permanently. By properly caring for its records, a parish can not only ensure that the records are preserved, but they can avoid costly repairs by avoiding damaging the records in the first place.

Contact the diocesan Office of Archives and Records for assistance. Our role is to help you preserve your records.

APPENDIX E: DEFINITION OF TERMS

Adult: An adult of legal age, or a child who has attained the use of reason and is of catechetical age (canon 97).

Age: “A person who has completed the eighteenth year of age has reached majority; below this age, a person is a minor.

A minor before the completion of the seventh year is called an infant and is considered not responsible for oneself (*non sui compos*). With the completion of the seventh year, however, a minor is presumed to have the use of reason” (canon 97, §§1-2).

Annulment: See “Decree of Nullity.”

Candidate:

- 1- Candidate for Confirmation & the Eucharist
One who is baptized as a Catholic “but did not receive further catechetical formation, nor the sacraments of confirmation and Eucharist” (RCIA 400-410).
- 2- Candidate for Full Communion
One who is already baptized in another Christian faith and has not received a suitable catechesis and who now is preparing to be received into the full communion of the Catholic Church. At the time of full reception, he or she will make a profession of faith, be confirmed, and receive Eucharist (RCIA 409).

Canonical Form of Marriage: “Only those marriages are valid which are contracted before the local ordinary, pastor, or a priest or deacon delegated by either of them, who assist, and before two witnesses according to the rules expressed in the following canons and without prejudice to the exceptions mentioned in canons 144, 1112, §1, 1116, and 1127, §§1-2” (canon 1108, §1).

Catechumen: A person preparing for baptism; i.e. an unbaptized adult who has been accepted in to the Order of Catechumens through the Rite of Acceptance (RCIA 41-47). “[T]hose who have made known their intention to embrace faith in Christ are to be admitted to the catechumenate in liturgical ceremonies and their names are to be inscribed in the book designated for this purpose” (canon 788, §1). 2) An unbaptized adult who has been accepted in to the Order of Catechumens through the Rite of Acceptance (RCIA 41-47).

Catechumenate: The entire process of Christian Initiation restored by the Second Vatican Council, for the purpose of initiating new believers into the Christian mysteries. Specifically, the period of time after Inquiry, and before the time of Purification and Enlightenment, marked by the Rites of Acceptance and Welcoming (RCIA 75-80).

Celebration of the Sacraments of Initiation: The third step in the Catechumenal process is the celebration of the Sacraments of Initiation (Baptism, Confirmation, and Eucharist). “Through this final step the elect, receiving pardon for their sins, are admitted into the people of God...lead

by the Holy Spirit...and share in the Eucharistic sacrifice and meal” (RCIA 206). This most normally coincides, by ancient tradition, to the Easter Vigil (RCIA 207).

Child/Infant: Those who are under 7 years of age or lack proper use of reason (canon 97).

Christian Witness: “A baptized person who belongs to a non-Catholic ecclesial community is not to participate except together with a Catholic sponsor and then only as a witness of the baptism” (canon 874 §2). A Catholic is never to serve as a Christian witness to a baptism or confirmation, even in the case of the Catholic not being fully initiated into the Church (i.e. not confirmed) or in an irregular marriage situation.

Conditional Baptism: “If there is a doubt whether a person has been baptized or whether baptism was conferred validly and the doubt remains after a serious investigation, baptism is to be conferred conditionally” (canon 869, §1).

Confirmation: One of the sacraments of initiation. “The sacrament of confirmation strengthens the baptized and obliges them more firmly to be witnesses of Christ by word and deed and to spread and defend the faith. It imprints a character, enriches by the gift of the Holy Spirit the baptized continuing on the path of Christian initiation, and binds them more perfectly to the Church” (canon 879).

Convalidation: The marriage in the Catholic Church of two people in a civil union, at least one of whom is Catholic. This is not a validation or a blessing of a civil marriage, but a couple’s marriage.

Decree of Nullity: The declaration by a tribunal of the Catholic Church which, after the completion of the prescribed process, declares that the consent given in the marriage in question was in fact invalid.

Delegation: The means by which the power to govern or perform an act is granted to a qualified person by someone who has the power.

Disparity of Cult (or Worship): An impediment to contracting a valid marriage in the Church, which arises because one of the parties is not baptized (canon 1086).

Dissolution: The means by which a marriage is dissolved for a just cause by a competent ecclesiastical authority. There are usually only three causes considered: 1) A marriage never consummated, 2) the *Pauline Privilege*, or 3) the *Petrine Privilege*.

Elect: An unbaptized person (catechumen) who has participated in the catechumenal process and has gone through the Rite of Election, signifying their readiness for the sacraments of initiation. The elect ask to “receive the three sacraments of Christ and the gift of the Holy Spirit” (RCIA 124).

First Communion/First Eucharist: One of the sacraments of initiation by which a baptized person participates for the first time in the Eucharistic Sacrifice (Catechism of the Catholic Church 1322).

Godparents: See “Sponsor.”

Holy Orders/Ordination: “By divine institution, the sacrament of orders establishes some among the Christian faithful as sacred ministers through an indelible character which marks them. They are consecrated and designated, each according to his grade, to nourish the people of God, fulfilling in the person of Christ the Head the functions of teaching, sanctifying, and governing” (canon 1008).

Laicization: See “Loss of the Clerical State.”

Loss of the Clerical State: The canonical process (laicization) in which a priest or deacon has been dispensed from the obligation of celibacy and is returned to the lay state. These requests are granted by Rome.

Marriage: “The matrimonial covenant, by which a man and a woman establish between themselves a partnership of the whole of life and which is ordered by its nature to the good of the spouses and the procreation and education of offspring, has been raised by Christ the Lord to the dignity of a sacrament between the baptized” (canon 1055, §1).

Mixed Marriage: The term employed by the Catholic Church to describe the union established between a Catholic and a baptized non-Catholic (canon 1124-1129).

Neophyte: A person who has newly entered the Catholic Church, from the Easter he/she was received into the Church until the following Easter, or for a full year following initiation, if he/she was received at a time other than Easter. (RCIA 244- 247).

Order of Christian Initiation of Adults (also “RCIA”): The process as a whole by which adults enter the Catholic Church (RCIA 1-2, 4-8).

Order of Christian Initiation of Children (also informally called “RCIC”): The process as a whole by which minors who have attained the use of reason, and are not yet over the age of 18, enter the Catholic Church through the catechumenal process adapted for young people (RCIA 252-259).

Personal Parish: Personal parishes are established for a particular group of people by reason of rite, language, nationality, or even for some other reason, and are not determined by a physical parish boundary (canon 518).

Profession of Faith: See Reception into Full Communion.

Proxy: A proxy is someone who has the authority to stand in the place of another. With the sacraments, a proxy is possible for the sponsors of baptism and confirmation. When appointing a proxy, the sponsor should do so in writing so it is clear who is the sponsor and who is the proxy. In the register, the names of both the sponsor and the proxy must be entered.

Reception into Full Communion: Usually, the means by which an already baptized person affirms through a creedal formula the truths of the Catholic Church and thereby becomes a member of the Catholic Church ("Profession of Faith") (RCIA 473-486).

RCIA: See "Order of Christian Initiation of Adults."

Rite of Acceptance into the Order of Catechumens: The First Step in the Catechumenal process, in which the unbaptized are officially accepted into the Order of Catechumens. It is of "the utmost importance. Assembling publicly for the first time, the candidates who have completed the period of the precatechumenate declare their intention to the Church and the Church in turn" accepts them (RCIA 41).

Rite of Election: The Second Step in the Catechumenal process, in which the unbaptized, after the period of the Catechumenate, sign the book of the Elect that is received by the Bishop on the First Sunday of Lent (RCIA 118). The Elect celebrate the Rite of Election on the first Sunday of Lent signifying their being chosen for the initiation that upcoming Easter (RCIA 124). According to the Rite, children are encouraged but not obligated to attend. In the Diocese of Phoenix, typically only the adults and their sponsors attend the Rite of Election.

Rites Supplied: The completion of the Rite of Baptism for infants who were baptized in an emergency situation.

Sponsor: 1) A person who is a companion on the spiritual journey for either a catechumen or candidate through the celebration of the Rites of Acceptance and Welcoming. 2) The canonical sponsor (godparent) of a person for the sacrament of Baptism and/ or Confirmation (RCIA 10-11).

"Insofar as possible, a person to be baptized is to be given a sponsor who assists an adult in Christian initiation or together with the parents presents an infant for baptism. A sponsor also helps the baptized person to lead a Christian life in keeping with baptism and to fulfill faithfully the obligations inherent in it" (canon 872).

"There is to be only one male sponsor or one female sponsor or one of each" (canon 873).

"To be permitted to take on the function of sponsor a person must:

1. be designated by the one to be baptized, by the parents or the person who takes their place, or in their absence by the pastor or minister and have the aptitude and intention of fulfilling this function;
2. have completed the sixteenth year of age, unless the diocesan bishop has established another age, or the pastor or minister has granted an exception for a just cause;
3. be a Catholic who has been confirmed and has already received the most holy sacrament of the Eucharist and who leads a life of faith in keeping with the function to be taken on;
4. not be bound by any canonical penalty legitimately imposed or declared;

5. not be the father or mother of the one to be baptized” (canon 874, §1).

Please note that a Catholic who has not fulfilled the conditions of Canon 874 may not serve as a Christian witness (see “Christian Witness”).

Sui iuris: A community of the Catholic Church, which is joined together by a hierarchy according to the norm of law and which is expressly or tacitly recognized as *sui iuris*. For example, the Latin Church *sui iuris*, the Chaldean Church *sui iuris*.

APPENDIX F: LATIN TERMS

Adnotatio: Notation or remark
Adoptio: Adoption
Confirmatio recepta: Confirmation received
Convalidatio matrimonii: Convalidation of marriage
Declaratio nullitatis concessa: Declaration of nullity granted
Defunctus: Deceased
Delegatus: Delegate, delegated
Diaconatus: Deacon
Dispensatio a tribus bannis: Dispensation from the three banns
Dispensatio consanguinitatis: Dispensation from consanguinity
Dispensation affinitatis: Dispensation from affinity
Impedimentum: Impediment
Liber (Librum) infirmorum: Book of the sick
Matrimonio contraxit cum: Contracted marriage with
Mater Ignota: Mother unknown
Pater Ignotus: Father unknown
Patrini: Sponsors
Patrinus: Sponsor
Presbyteratus: Priesthood
Presbyter: Priest
Procurator: Proxy
Professio Solemnis: Solemn profession
Prohibitio: Prohibition
Proles: Offspring
Sacerdos: Priest
Sacrum ordinem Presbyteratus receptum: Sacred Order of Priesthood received
Sacrum ordinem Subdiaconatus receptum: Sacred Order of Subdiaconate received
Subdiaconatus: Subdeaconate
Testes: Witnesses
Testis: Witness
Visum et approbatum: Seen and approved
Ritus Suppleti: Rites supplied

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