

Staff Worksheet for Sacramental Registry Info

## Baptism Registry

## Communion Registry

## Confirmation Registry

Bk \_\_\_\_ Pg \_\_\_\_ Ln \_\_\_\_

Bk \_\_\_\_ Pg \_\_\_\_ Ln \_\_\_\_

Bk \_\_\_\_ Pg \_\_\_\_ Ln \_\_\_\_

Recorded as:

Name (as found recorded): \_\_\_\_\_

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

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Date of Baptism \_\_\_\_\_

Date of Communion \_\_\_\_\_

Date of Confirmation \_\_\_\_\_

Place of Baptism: \_\_\_\_\_

Place of Communion: \_\_\_\_\_

Place of Confirmation: \_\_\_\_\_

Church \_\_\_\_\_

Church \_\_\_\_\_

Church \_\_\_\_\_

Location \_\_\_\_\_

Location \_\_\_\_\_

Location \_\_\_\_\_

Celebrated  
by \_\_\_\_\_Celebrated  
by \_\_\_\_\_Celebrated  
by \_\_\_\_\_

Confirmation Saint Name: \_\_\_\_\_

## Parent info:

Father \_\_\_\_\_

Mother \_\_\_\_\_

## Baptism Godparent:

## Confirmation Sponsor:

1 \_\_\_\_\_

Confirmation Sponsor: \_\_\_\_\_

2 \_\_\_\_\_

Note if anyone named above is Christian Witness (CW)

## Proxies for Baptism:

## Proxy for Confirmation:

\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_

Entered/Updated ParishSoft \_\_\_\_ Certificate(s): Yes \_\_\_\_ No \_\_\_\_

If yes, certificate(s) issued: Baptism \_\_\_\_ Updated Baptism \_\_\_\_ Communion \_\_\_\_ Confirmation \_\_\_\_

If no, place explanation in NOTATIONS below.

NOTATIONS: \_\_\_\_\_

# SACRAMENT REQUEST FORM

[Rev 10-08-2019]

Please submit this completed form by mail (or fax) to the Parish Office.

If you include a self-addressed, stamped return envelope, the record will be mailed to you. Otherwise, you will have to pick up the record at the Religious Education office. If you give your email, you will be notified when the record is mailed (if providing a SASE) or is available to be picked up.

Request for a certificate for the Sacrament of:

- Baptism
- Updated-Baptism (necessary for: Preparation for Marriage)
- First Holy Communion
- Confirmation
- Marriage

## IMPORTANT: PLEASE PRINT CLEARLY

Full Name: (As on Birth Certificate; First – Middle – Last)

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Maiden name, if applicable: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Date Sacrament was celebrated: (month / year, as accurate as possible) \_\_\_\_\_

For Updated-Baptism: was First Communion at St. Andrew? If yes, year: \_\_\_\_\_

was Confirmation at St. Andrew? If yes, year: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

### Contact info:

Name of person requesting the Sacramental record \_\_\_\_\_

If not the name on the Sacramental record, what is your relationship to the name on the Sacramental record: \_\_\_\_\_

Requesting person's address: \_\_\_\_\_  
\_\_\_\_\_

Best Phone Number: \_\_\_\_\_

Best Email: \_\_\_\_\_