



SACRAMENTAL RECORDS RELEASE REQUEST

Request Date:

Church in which Sacrament was Performed:

Sacrament: ☐ Baptism ☐ Marriage ☐ Communion ☐ Confirmation ☐ Other:

Approximate Date of Sacrament:

Date of Birth:

Parents' Names (include mother's maiden name):

Godparent's Names:

Requestor:

Address:

City:

State:

ZIP:

Phone:

Signature of Named Recipient of Sacrament or Authorized Recipient of Document

Delivery method: ☐ Rectory pick up ☐ Mail delivery

If chosen Rectory pick up, please collect your records at the Parish Office, at 4008 Prairie Ave, Brookfield, IL 60513. Office hours are Monday through Friday, 9:00am-5:00pm

Send to:

Address:

City:

State:

ZIP:

Attention:

The non-refundable processing fee of \$10 per certificate and a copy of a state-issued photo ID must accompany this form.

Cash or checks, (made out to Holy Guardian Angels Parish) are acceptable forms of payment.

Please see reverse for more information.

GENERAL POLICIES:

1. Requests must be submitted in writing using the appropriate form, accompanied by a state-issued photo ID and fee as outlined below. No information is given out by phone.
2. Requesters will not have access to original records, only official copies, or summary information.
3. Requests will be completed within 7 to 10 business days.

AUTHORIZED RECIPIENTS OF RECORDS:

1. Sacramental records are restricted and only available to:
 - a. The person named in the record (if over age 18 or an emancipated minor);
 - b. A parent or legal guardian of the person named in the record (if the person is under age 18 or incapacitated);
 - c. Other parties as designated in writing by person (a or b) above;
 - 1.1 - For person a or b, a birth certificate proving next-of-kin status will be requested.
2. If person (a) above is deceased, the following additional documentation is required. If the original documents are not available, notarized copies are acceptable. All documentation will be returned.
 - a. Original death certificate of the deceased person;
 - b. Original birth, baptismal, or marriage certificate proving next-of-kin status;
 - c. If the requester is more than one generation removed from the person named in the record, original death certificates must be provided for each generation.

FEES:

A non-refundable research fee (cash or check) must accompany all requests.
Credit cards are not accepted. Payment should be made out to Holy Guardian Angels Parish.

1. \$10 for sacramental record