



Sacramental Record Release Request

St. Edward the Confessor Catholic Church

2700 Dolfield Drive

North Chesterfield, Virginia 23235

(804) 272-2948

Request Guidelines:

1. Certificates of Baptism records (with notations of sacraments) can only be issued to:
 - a. The individual requesting his/her record
 - b. The legal guardian if under 18 years old
 - c. The immediate relative of a deceased individual
 - d. Church personnel for sacramental purposes (Church personnel do not need this form and may contact this office directly)
 - e. Family genealogical research is done at the discretion of the Pastor. Processing times will vary from 3—6 weeks and is not guaranteed.

Note: We do not have copies of the original certificate—only records of the sacraments

2. **The requestor is required to provide a photocopy** of a government issued, photo identification before the record can be released. This can be submitted via mail at the above address, email to sherri.gravins@stedwardch.org, fax (804) 560-3565

I, _____, hereby request a copy of my (or as represented above the) Baptism record (with notations) from St. Edward the Confessor Catholic Church, located in North Chesterfield, Virginia. I agree to hold harmless the Catholic Diocese of Richmond and all of its affiliates, as well as St. Edward the Confessor parish and those connected with it, from any liability for releasing this information according to my request.

Signature _____ Date _____

Required Information (Please print):

Name at time of Sacrament: _____

Date of Birth _____ Date of Sacrament (Approximate) _____

Name of Father: _____

Name of Mother (must include **Maiden** Name) _____

Name of Requestor: _____

Relationship of Requestor to Person named in record: _____

Address (for mailing): _____

City, State and ZIP Code _____

Contact Number and/or email address _____

Please allow approximately 7 business days to process your request. However, please feel free to contact this office in case this time frame is inconvenient. In the months of April, May and June please allow additional processing time.

If you have additional questions, contact : Sherri Gravins, Sacramental Record-keeper (804) 864-4706;
sherri.gravins@stedwardch.org