**REQUEST FOR COPY OF BAPTISM CERTIFICATE**

The Archives Office holds the baptismal records for the Cathedral parish together with registers from a small number of other parishes. Requests for certificates of baptisms performed in other parishes of the Archdiocese should be directed to the relevant parish.

The office processes requests for baptism certificates in the order in which they are received. Allow ten business days for your request to be processed. *But please let us know if your request is urgent*. There is no charge for this service.

We adhere to *Privacy Principles* that require us to confirm the identity of applicants for sacramental information. As a result, we ask you please to complete the following form as fully as possible.

|  |  |
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| **Baptism information** | |
| Place of baptism (church / parish / town) |  |
| Full name of person baptised |  |
| Date of birth |  |
| Date of baptism  (if known) |  |
| Father’s name |  |
| Mother’s name |  |
| Reason for requesting certificate |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact details of person requesting certificate** | | | |
| Name |  | | |
| Postal address |  | Work phone |  |
| Mobile |  |
| Email |  |

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| **Proof of identity** |
| Please provide a scanned copy of one of the following forms of identification:  □ Driver’s licence  □ Passport  □ Medicare card  □ Social services card  Note: if we can provide any assistance, please contact our office. |

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| **Donation information** |
| The Catholic Church Archives is a not-for-profit institution and, as such, does not charge fees for its services. However, donations to help us cover the costs incurred would be much appreciated.  Cash donations may be made in person at the Archives at the time of your visit.  Cheques may be made payable to CATHOLIC CHURCH ARCHIVES  (Postal address: 40A Mary Street, Highgate, WA 6003).  Bank transfers may be made to:  **Account Name**: The Roman Catholic Arch. of Perth  **BSB**: 086 006  **Account**: 79586 3781  **Reference**: Archive donation  Unfortunately, we cannot issue a tax-deductible receipt. |

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| **Office use only: Search result** | |
| Information extracted from the baptism register |  |
| Documentation provided |  |
| Staff member |  |
| Date for secure destruction of ID record |  |