**REQUEST FOR COPY OF BAPTISM CERTIFICATE**

The Archives Office processes requests for Baptism Certificates in the order in which they are received and you should allow ten business days for your request to be processed. There is no charge associated with this service and please let us know if the request is urgent.

Please note that 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.

We adhere to *Privacy Principles* and we are required to confirm the identity of applicants for sacramental information. Please try to complete the form below as thoroughly as possible.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Postal Address |  | Work Phone |  |
| Mobile |  |
| Email |  |

|  |  |
| --- | --- |
| **Request for Baptism Information** | |
| Place of Baptism  (Church/Parish/ Town) |  |
| Full name |  |
| Date of Birth |  |
| Date of Baptism  (if known) |  |
| Father’s Name |  |
| Mother’s Name |  |
| Reason for Requesting The Certificate |  |

|  |
| --- |
| **Proof of Identification** |
| Please provide a scanned copy of one of the following identification with current residential address:  □ 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 services. However, donations to cover the costs incurred would be much appreciated.  Cash donations can be made in person at the Archives at the time of your visit  Cheques can be made payable to CATHOLIC CHURCH ARCHIVES. (Postal address: 40A Mary Street, HIGHGATE Western Australia 6003).  Bank transfers can 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 deductable receipt |

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| **Office Use only – Search Result** | |
| Information extracted from the Confirmation register |  |
| Documentation provided |  |
| Staff member |  |
| Date for secure destruction of ID |  |

**Collection Notice**

The Archives of the Roman Catholic Archdiocese of Perth (The Archives Office), as part of the Archdiocese of Perth, respects your privacy. Personal information is collected at The Archives Office, whether in print or online, for the purpose of providing access to archival collections. Your personal information will be stored securely, disposed of according to our approved retention policy. The Archdiocese of Perth Privacy Policy can be accessed online at perthcatholic.org.au, and please contact the Privacy Officer on [enquiries@perthcatholic.org.au](mailto:enquiries@perthcatholic.org.au) for further information.