

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	



ARCHIVES OFFICE

ARCHDIOCESE OF PERTH

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.

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 deductible receipt



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 for further information.