



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.

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	

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.

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.

Office use only: Search result

Information extracted from the baptism register	
Documentation provided	
Staff member	
Date for secure destruction of ID record	

