

**REQUEST FOR COPY OF BAPTISM/CONFIRMATION CERTIFICATE**

The staff of the Archives of the Catholic Archdiocese of Perth (“the Archives”) will attempt to process your request promptly. There is no charge for the issue of a certificate. Please let us know if the request is urgent.

In the event that our search returns no result, the staff of the Archives will strive to provide guidance as to how to locate the baptism record.

Please note that the Archives holds the Sacramental records (Baptisms and Confirmations) originating from the Cathedral, together with some others. Requests for certificates of baptisms performed in other parishes of the Archdiocese should be directed to the relevant Parish.

The Archives is concerned to protect your privacy. We reserve the right to withhold information protected by the Church’s canons or State legislation.

**Full name and contact details of applicant**

|  |  |
| --- | --- |
| Type of sacrament | Baptism/Confirmation |

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

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

**2 Office Use only – Search Result**

|  |  |  |  |
| --- | --- | --- | --- |
| Search Result |  | Certificate Issued |  |
| Certificate posted or collected |  |
| Staff member |  |

*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 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.*

File path: W:\Archives Manual\Access application forms and procedures\Sacramental Certificate request Procedures/REQUEST FOR COPY OF BAPSTIM.CONFIRMATION CERTIFICATE FORM