



REQUEST FOR BAPTISM/ CONFIRMATION CERTIFICATE

Archives and Information
Governance Office

The Archives Office processes requests for Sacramental 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 sacramental records for the Cathedral parish together with registers from a small number of other parishes. Requests for certificates 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.

CONTACT DETAILS INFORMATION			
NAME			
POSTAL ADDRESS		WORK PHONE	
		MOBILE	
		EMAIL	

BAPTISM/CONFIRMATION INFORMATION	
BAPTISM OR CONFIRMATION	
PLACE OF BAPTISM/CONFIRMATION	
FULL NAME	
DATE OF BIRTH	
DATE OF BAPTISM/CONFIRMATION (IF KNOWN)	
FATHER'S NAME	
MOTHER'S NAME	
REASON FOR REQUEST	



PROOF OF IDENTIFICATION

Please provide a scanned copy of one of the following identifications 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 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.