

BAPTISMAL RECORD REQUEST

STUDENT NAME: _____

BAPTISMAL RECORD (to be completed by parent)

Please complete ONLY Part A OR Part B OR Part C in regard to your student's Baptismal Record

PART A: If your student was **Baptized at St. Peter Church**, please check and complete the following, and submit this form to the High School Youth Ministry Office:

My student was Baptized at ST. PETER CHURCH.

The complete date was (month/date/year): _____ / _____ / _____

PART B: If your student was **NOT** Baptized at St. Peter, but instead at **another Catholic Church**, please following the instructions below:

You MUST contact the Baptismal parish and request that they send us a **new copy** (issued within the past six months) of your student's Baptismal Certificate **with the CHURCH SEAL**.

- We need this NEWLY ISSUED certificate regardless of whether your student received First Communion at St. Peter Church
- We need this NEWLY ISSUED certificate regardless of whether you have an older and/or original copy of the Baptismal Certificate at home.

Certificates can be mailed directly to St. Peter Church (1891 Kaneville Rd., Geneva, IL 60134, Attn: Confirmation Program Director) at no cost to you. We will return this copy to you following Confirmation.

Please read on for some clarification as to why we are requesting a NEWLY ISSUED Baptismal Certificate if your student was NOT Baptized at St. Peter Church.

Canon Law mandates that a parish that Baptizes a child becomes the official keeper of all sacramental records for that child. We are therefore required to notify your student's Baptismal Parish to advise them that your student has been Confirmed; then they can enter it into their Book of Sacramental Records. (The same process took place following your child's First Communion. That is why you were required to submit a copy of your child's Baptismal Record prior to First Communion as well. Due to space limitations, Baptismal Certificates that were submitted to St. Peter for First Communion were not kept.)

It is not uncommon for parishes to close, change their address because they moved to a new location, and/or change their name because they merged with another parish. When this occurs, we have no way of locating the Baptismal parish to notify them of a student's Confirmation. As a result, we require a new certificate for each student, as it is the only way for us to be certain that we have a current and valid mailing address for the Baptismal parish. If you have trouble locating your Baptismal parish, you should contact the Diocese that the parish is located in to determine where your child's Baptismal records are currently housed.

In addition, though you may have submitted a copy of your student's Baptismal Certificate when you registered at the parish and/or when your student received First Communion, hard copies of these documents are not kept on file. Therefore, it is necessary for you to contact the Baptismal Parish and request a new one.

PART C: If your student was Baptized at a **Christian, but non-Catholic Church**, we will need a copy of their **Profession of Faith** certificate (**not** their baptismal certificate from the non-Catholic Church). For more information about what a Profession of Faith is and what documentation is needed, please contact our office and we would be happy to assist you.