



Sacramental Certificate/Record Request Form

To request a sacramental record from a **CLOSED** parish only, please complete the form and submit payment below to start the process.

Person Requesting Certificate/Record (REQUESTOR): *

- ☐ Parental or Legal Guardian
- ☐ Recipient of the Sacrament (self)
- ☐ Immediate Relative of Deceased Recipient of Sacrament
- ☐ Other (Please specify)

Reason for Request:

- ☐ Sacramental Reasons (i.e., Confirmation, Marriage)
- ☐ To be a Godparent or Confirmation Sponsor
- ☐ Transfer membership to another parish
- ☐ For legal purposes (e.g., Dual Citizenship)
- ☐ For your records only or personal use
- ☐ Annulment
- ☐ Other (Please specify)

Name of Requestor: *

First Name:

Last Name:

Email: *

Phone Number: *

Address of Requestor: *

Street Address:

City: State: Zip: Country:

Address where Certificate/Record is to be sent: *

Street Address:

City: State: Zip: Country:

Sacramental Information: (For the Person who Received the Sacrament):

Title: First Name: Last Name: Suffix:

Date of Birth: * Maiden Name: (If Applicable) Date of Sacrament:

Sacramental Certificate/Record Requested:

Request Type*	Purpose*	Full notation?	Date of Sacrament*	Parish and City where Sacrament was Administered *

Full notation includes baptismal, confirmation, first communion, and marriage/ordination if applicable.
If requesting full notation on the sacramental certificate, then please also provide the dates and locations of these sacraments.

Fees:

- A non-refundable research fee must accompany all requests.
- \$10 per sacramental record including full notations
 - \$20 genealogical information (no certificates will be made available)
 - \$35 for an official, sealed sacramental record for dual citizenship purposes.

You may pay by check or by PayPal.

Checks can be mailed to 1933 Spielbusch Ave. Toledo, OH 43604.

PayPal www.paypal.com/ncp/payment/2CZHUKMQT2CCY

Certificate requests will not be processed until payment and a copy of photo ID are received.

Request Type	#	Price	Amount
Sacramental Records		\$10.00	
Genealogical		\$20.00	
Dual Citizenship		\$35.00	
Total			

State Issued Photo ID or Passport for Requestor: *

Please upload a current state issued ID or passport for the individual requesting the certificate. Requests will not be processed until identification is provided.

ACKNOWLEDGEMENT

By typing my name in the Electronic Signature box below, I acknowledge that I am over 18 years old and have truthfully and accurately completed this form with respect to my identity and the purpose of my request. I acknowledge that the Diocese of Toledo (Diocese) may, in its sole discretion, request additional information from me in order to verify my identity and I agree to provide the Diocese with any additional information requested prior to the release of any records. I consent to receive additional communications regarding my request from the Diocese by email at the email address I have provided above. In addition, I agree to release, indemnify, defend and hold harmless the Bishop of the Roman Catholic Diocese of Toledo, the Roman Catholic Diocese of Toledo in America, and their respective agents, affiliates, representatives, and employees from and against all claims, loss, expenses or damage, including without limitation, claims for misuse of information and/or invasion of privacy that in any way arise out of or relate to the Diocese's provision of such records to me and anyone to whom I have requested the records be forwarded.

Name: Date:

ELECTRONIC SIGNATURE - Requests can not be processed without your typed name above

General Policies

1. The Archives issues information only from the institutions whose records it maintains, closed diocesan parishes. All open institutions maintaining their own records must be contacted directly.
2. Requests must be submitted in writing using the appropriate form, accompanied by a **state-issued photo ID or passport** and **fee** as outlined above. No information is given by phone.
3. The Archives does not maintain a central registry or index of all sacraments. Records must be searched by parish. Archives will search up to two sites if the exact location is unknown.
4. Requesters will not have access to the original records, only official certificates or summary information.
5. Certificates will not be issued for genealogical purposes.
6. Requests will be completed within 3 to 5 business days.

Authorized Recipients of Records:

1. Sacramental records are restricted and only available to:
 - a. The person named in the record (If over age 18 or an emancipated minor).
 - b. A parent or legal guardian of the person named in the record (if the person is under age 18 or incapacitated).
 - c. Parishes or ecclesial institutions.
 - d. Other parties as designated by court order, subpoena, summons, or statute.
2. After 70 years sacramental information is unrestricted. Anyone can request it.
3. If (a) above is deceased, or a sealed record is required for dual citizenship, the following additional documentation is required. If the original documents are not available, notarized copies are acceptable. All documentation will be returned.
 - a. Original death certificate of the deceased person.
 - b. Original birth, baptismal, or marriage certificate proving next of kin status.
 - c. If the requester is more than one generation removed from the person named in the record, original death certificates must be provided for each generation.

For questions, please contact the Archives at (419)244-6711.