



The Roman Catholic Diocese of Prince George

There is an administrative fee of \$10.00. You may pay by cash at our Reception Desk OR by cheque. Please DO NOT send cash in the mail. Please make cheque payable to RCEC and mail to the address noted below.

SACRAMENTAL/BURIAL RECORDS REQUEST FORM

Requests for Sacramental Records:

Access to diocesan archival records must comply with the Personal Information Protection Act [PIPA 2003]. To comply with provincial privacy legislation, we ask that Requesting Parties provide **Verification of Identification: a paper or digital copy of one (1) piece of photo identification**.

Issuing of Certificates/Records:

- 1) An Individual Party requesting his/her own personal records submits this form along with Verification of Identification.
- 2) A Third Party (requesting on behalf of an Individual Party): a letter from the Individual Party giving permission for the release of his/her personal records must accompany this form, along with Verification of Identification of both the Individual Party and the Third Party.
- 3) If the above does not apply:
 - Parents may request Baptism, Confirmation, or Burial records of their dependents (children), with accompanying Verification of Identification;
 - The Personal Representative (e.g., power of attorney) of the deceased Individual Party may request Marriage or Burial records, with accompanying Verification of Identification; if there is no Personal Representative, the nearest relative of the deceased Individual Party may request such records, with accompanying Verification of Identification.

Select certificate/record being requested: Baptism Marriage Confirmation Burial

Purpose of the Request: _____

If a Third Party, please record relationship to Individual Party: _____ (e.g. parent, sibling, etc)

CERTIFICATE/RECORD REQUEST IS IN RELATION TO THE FOLLOWING INDIVIDUAL PARTY:

Individual Party:

Last Name: _____ First Name: _____

Individual Party's Birth Information:

Date of Birth: _____ Place of Birth: _____

Parental Names of the Individual Party:

Father's Full Name: _____

Mother's Full Name (including maiden name): _____

Death Information re. Individual Party (if applicable):

Date of Death: _____ Parish & Town/City of Burial _____

Contact Information of Requesting Party (Individual Party requesting for himself/herself OR Third Party requesting on behalf of)

Name: _____

Full Address and Postal Code: _____

Email: _____ Phone: _____

Signature: _____ Date: _____ (yyyy/mm/dd)

Send completed forms via one of these formats:

- * Email: archives@pgdiocese.bc.ca
- * Fax: Archives Records Request at 250-964-2101
- * Mail: P.G. Diocese Archives Records Request
6500 Southridge Avenue,
Prince George, BC, V2N 5P9

FOR OFFICE USE ONLY

ACTION TAKEN	Completed by:	Date:	Initials:
Certificate Requested			
	Baptism <input type="checkbox"/> Confirmation <input type="checkbox"/> Marriage <input type="checkbox"/> Burial <input type="checkbox"/>		
Document (s) sent via:	Email <input type="checkbox"/>	Postal <input type="checkbox"/>	