

Baptism Certificate

Policy No. 814

Policy Statement: A Baptism Certificate is to be issued as soon as possible after the Sacrament of Baptism is celebrated or as requested at a later date.

Definition: A Baptism Certificate is an exact duplicate of a Baptism Register entry.

- Procedure:**
- a) Certificates can be purchased, or a parish may computer generate its own certificate (providing it contains all the required information), or the archdiocesan certificate template may be used (Baptism Certificate Template – Appendix 814A).
 - b) A Baptism Certificate is always issued by the parish church holding the Baptism Register.
 - c) The information on the Certificate is taken from the original hardbound Baptism Register entry, not from an old certificate or a computer data base.
 - d) Transcribe the information exactly as it appears in the Baptism Register.
 - e) The maiden name of the mother is indicated on the Certificate.
 - f) Annotations pertaining to the canonical status of the person by reason of:
 - Confirmation
 - Marriage
 - Holy Orders
 - Perpetual Profession in a religious institute
 - Transfer to another Eastern Church *sui iuris*
 - Defection from the Faithis indicated as 'Notations' at the bottom of the Baptism Certificate.
 - g) If nothing is noted in the Baptism Register Annotation Column type 'No Notations' on the Certificate.
 - h) The name of the Witness or Proxy does not appear on the Baptism Certificate.
 - i) Confidential information is not to appear on a Baptism Certificate (c. 877, §2).

- j) Discretion must be used when issuing a Baptism Certificate for adopted persons. In the case of adoption, the information on the Baptism Certificate is taken from the 'Entry B' in the Baptism Register, making no reference to 'Entry A'. Questions concerning Baptism Certificate issued in case of adoption should be referred to the Office of Canonical Services.
- k) The Baptism Certificate indicates the name of the priest who conferred the Sacrament of Baptism and the name of the current pastor and his signature.
- l) The pastor or his delegate sign the certificate (c.535 §3). Print/type the name of the pastor below the signature.
- m) When a Baptism Certificate is issued in the absence of the pastor, his name may be typed. A delegate may sign the Certificate "*per:*" along his/her signature. The one who signs the certificate attests to it being an authentic copy of the original Baptism Register entry.
- n) Date and seal the certificate.
- o) If the Baptism Register entry is inscribed in Latin or another language and the Certificate is issued in English, it is recommended to indicate the fact that the information on the Certificate has been translated from another language.
- p) There is no fee for issuing a Baptism Certificate for purposes related to other Sacraments or for enrolment into a Catholic school.
- q) When a Baptism Certificate is issued subsequent to the initial Baptism Certificate, it is recommended to note in the margin of the Baptism Register the date and purpose for which the subsequent Baptism Certificate was issued, and initials of the issuer in order to monitor the frequency of requests.

Also refer to Policy:

- No. 810 Baptism Register
- No. 811 Baptism and Profession of Faith Entries
- No. 812 Baptism Entries of Adopted Children

Also refer to Appendix:

- 814A Baptism Certificate Template