



ANGLICAN CHURCH OF CANADA
Diocese of Montreal

**APPLICATION FOR A CERTIFICATE OF BAPTISM, CONFIRMATION, MARRIAGE AND BURIAL
OR FOR A CERTIFIED TRANSCRIPT**

INSTRUCTIONS – PLEASE READ CAREFULLY

To obtain a Certificate or a Certified Transcript of Information contained in a Parish Register, an application form must be filled out and presented to the Diocese of Montreal.

A Certificate and/or Certified Transcript may be issued **ONLY** to individuals mentioned in these documents, or to individuals who prove their interest. Besides identifying themselves, individuals requesting a Certificate or Certified Transcript in which they are not mentioned **must** provide one of the following documents:

- Warrant of a Power of Attorney;
- Ruling for protective supervision of a person of full age;
- Declaration establishing their interest in obtaining the Certificate or Certified Transcript;

Identification of Applicant: Individuals requesting a Certificate or a Certified Transcript must provide two (2) pieces of identification: At least one of these must bear a photograph of the applicant (ex. driver's licence, Medicare Card, valid passport), and at least one must indicate their home address (ex. invoice from any utility company or cable company). In the case of a mail request, a photocopy of the documents will be accepted.

A Certificate or a Certified Transcript cannot be issued without submission of a fully completed application form. This is for *your* protection. Please include the full legal names of parents, as well as the maiden name of the mother, in the case of a baptism. Parish registers are often hand-written and it can be difficult to decipher the handwriting – the information you provide may prevent your mother's name of Bernice being transcribed as Clarence.

The fee for a Certificate or for a Certified Transcript is \$20 CAD, payable by cheque or money order (or cash, if picked up in person) to: **The Synod of the Diocese of Montreal.** We are currently unable to accept debit or credit card payment. If you are sending a cheque in US dollars, please add \$5, for a total of **\$25 US** to cover the bank fees we are charged for US transactions.

Once completed and signed by the applicant, the form may be submitted in person, or by mail with payment to:

Attention: Archives
Anglican Diocese of Montreal
1444 Union Avenue
Montreal, QC H3A 2B8

Should you require further information, contact the Archives Department of the Diocese of Montreal by:

Phone: 514-843-6577

Fax: 514-843-6344

E-mail: archives@montreal.anglican.ca



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IMPORTANT: Please fill out this form with a pen, in block letters. Use full names, including middle names.

APPLICANT – individual to whom the document(s) will be sent

Name: _____

Address: _____
No. Street Municipality

Postal/Zip Code Province/State Country Phone or e-mail

Relationship of Applicant to the persons named in the record: _____

Reason for request: _____

BAPTISM – Complete using the information concerning the person in whose name the document(s) will be issued.

Surname according to the Act of Birth or Baptism: _____

First & middle name(s): _____ Date of birth: _____

Place of baptism: _____ Date of baptism: _____
Parish, municipality

Father's name(s): _____ Mother's name(s): _____

MARRIAGE – Complete using the information concerning the marriage and spouses.

Date of marriage: _____

Bride's name: _____ Groom's Name: _____

Place of marriage (parish, municipality): _____

BURIAL

Name: _____

Date of death _____ Place of burial _____
Parish, municipality

CONFIRMATION

Name: _____

Date of confirmation _____ Place of confirmation _____
Parish, municipality

SIGNATURE: _____ **DATE:** _____



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POWER OF ATTORNEY

I, the undersigned, (thereafter referred as "Principal") _____
Write your first and last names in block letters

Residing at _____
No Street Municipality Province/State

Give mandate to _____
First and last names of the legal representative

Residing at _____
No Street Municipality Province/State

To require in my name: My baptism certificate My marriage certificate
 The baptism certificate of the following person _____
 The marriage certificate of the following person _____

In consequence thereof, I authorize my legal representative to complete the **APPLICATION FOR A CERTIFICATE OF BAPTISM, CONFIRMATION, MARRIAGE AND BURIAL OR FOR A CERTIFIED TRANSCRIPT** on the front of this form, providing my personal information as required.

Signed at _____ on _____
Municipality Province/State Country Date

Signature of the Principal _____

FOR OFFICE USE ONLY	
Completed request form and \$20 fee received	<input type="checkbox"/>
Form received by _____	
Certificate or Transcript	mailed <input type="checkbox"/>
	picked-up <input type="checkbox"/>
on (date) _____	