

**CERTIFICATE/LETTER REQUEST FORM**

Certificate of Baptism                       Sponsor Letter

(Please allow 7-10 days for processing and mailing)

(Photo ID may be required to obtain Certificate of Baptism)

Date requested        /        /         
Month                      Day                      Year

Requested by \_\_\_\_\_ Phone number \_\_\_\_\_

Name for certificate/letter \_\_\_\_\_

For Certificate of Baptism:

Date of birth        /        /         
Month                      Day                      Year

Approximate date of Baptism        /        /         
Month                      Day                      Year

Parents Names \_\_\_\_\_

\_\_\_\_\_

Godparents Names \_\_\_\_\_

\_\_\_\_\_

Place of Birth \_\_\_\_\_

Baptized by \_\_\_\_\_

For Letter:

*If you are asked to be a Godparent, you must be married in the church, therefore, in order for us to write a letter we must have a copy of your Wedding certificate if you were married somewhere other than at St. Francis.*

Godparent/Sponsor       Membership       Permission to Baptize       Other\*

\*If 'other', please explain \_\_\_\_\_

Date of sacrament \_\_\_\_\_

Name of child/person receiving sacrament \_\_\_\_\_

Parents Names \_\_\_\_\_

Mail to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_