

# REQUEST of SACRAMENTAL RECORD from the DIOCESE of KAMLOOPS, BC

## Requests for Sacramental Records

The British Columbia government passed privacy legislation under the Personal Information Protection Act [PIPA 2003]. This Act includes the private sector and access to diocesan archival records must comply with the legislation.

## Issuing of Sacramental Records:

Personal information contained in church records is only available to the general public according to the following guidelines:

Baptisms after 100 years	Confirmations after 100 years
Marriages after 75 years	Burials after 20 years

Certificates can only be issued to the party or parties who received the sacrament of Baptism<sup>1</sup>, Confirmation<sup>1</sup>, Marriage or Burial<sup>2</sup> with that individual's written permission.

<sup>1</sup>Parents may request information for dependents

<sup>2</sup>The personal representative of the individual at the time of death or if there is no personal representative, the nearest relative of the individual may access the record after submitting a written request and representative proof.

Circle the request                      **Baptism**                      **Marriage**                      **Confirmation**                      **Burial**

**Purpose of the Request** \_\_\_\_\_

**Full name on record** \_\_\_\_\_

**Date/Place of Birth** \_\_\_\_\_

**Name of parents on record**

**Father** \_\_\_\_\_

**Mother including maiden name** \_\_\_\_\_

**Date/Place of Death** \_\_\_\_\_

**Date/Place of Sacrament (if known)** \_\_\_\_\_

**Mail to: Name, Address and Postal Code** \_\_\_\_\_

**Email** \_\_\_\_\_

**Telephone** if needed for further information \_\_\_\_\_

**Signed this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_

**Signature** \_\_\_\_\_

Submit the completed form to [info@rcdk.org](mailto:info@rcdk.org) or fax 250-376-3363 or letter mail 635A Tranquille Road Kamloops, BC V2B 3H5

## For Office Use

Please indicate whether the search was successful or unsuccessful. Sign & date here: \_\_\_\_\_