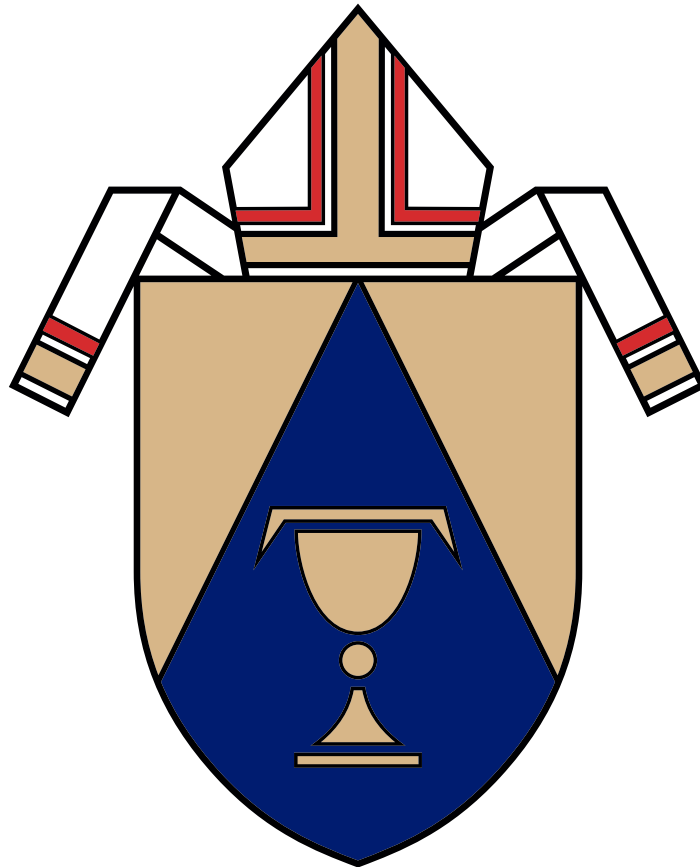

NORMS FOR MANDATORY SACRAMENTAL REGISTERS



Diocese of Sacramento

The Tribunal

2110 Broadway, Sacramento, CA 95818

Phone: (916) 733-0225 • Fax: (916) 733-0224

tribunaldept@scd.org • www.scd.org/tribunal

Last updated September 2018

SACRAMENTAL REGISTERS

Canon 535 requires each parish to maintain sacramental registers for baptism, confirmation, marriage, and death. Diocesan Statute 61 further requires each parish in the Diocese of Sacramento to maintain the following registers:

- Baptism
- Confirmation
- First Communion
- Catechumens [and, by implication, Book of the Elect | Reception into Full Communion]
- Marriage
- Sick Calls
- Death

Each register should note the following: “Unless otherwise noted, sacraments are administered according to the Rite of the Roman Catholic Church.”

GENERAL PROCEDURE FOR RECORDING SACRAMENTS

The general norm/procedure for recording sacraments follows this sequence:

1. Parish staff person verifies all information needed for the register, including the spelling of all names ***prior to the reception of the sacrament***. Verifying the information from a birth certificate is recommended (particularly for baptism).
2. The sacrament is administered.
3. The information is written in the appropriate sacramental registry book by the pastor (or his delegate) “without any delay” ***after the sacrament is administered***. If a large number of candidates are being baptized or confirmed, for example, the pastor is to make arrangements for the entries to be made “without any delay.” The practice of putting off the entries to a later date is unacceptable.
4. The sacramental certificate is filled out and given/mailed to the person/family ***after it is entered in the registry***. Certificates may not be given out at the sacramental celebration.
IMPORTANT: The sacramental register book is the FINAL WORD on the information regarding a sacrament. If it is not in the sacramental register book, it is considered not to have happened.

(Continued on next page.)

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5. Sacraments – especially baptism – administered “in periculo mortis” (in danger of death) by a family member, hospital staff or chaplain, etc. at a hospital or other institution are to be recorded in the sacramental register of the territorial parish in which the hospital or institution is located.
 6. For sacraments received after baptism (first communion, confirmation, marriage, holy orders), in addition recording it in the parish’s own register, the pastor is to notify the church of baptism. The parish where the sacrament occurred sends notification to the church of baptism that a sacrament has been administered. When notifying the church of baptism of a wedding, request a return confirming that the entry has been made in the baptismal records of the Catholic parties. The return confirmation is placed in the marriage prep file.
 7. Notifications from other parishes are to be recorded and sent back signed and dated by the one who recorded it in the register.
 8. Photographs are not allowed as proof that a sacrament was administered.
 9. When a correction is to be made, never use “white out.” To correct an entry, place a single line through the incorrect entry and write the correct information above. No correction should be made without supporting documentation.
 10. Questions regarding sacramental registers should be directed to the Tribunal: (916) 733-0225 or TribunalDept@scd.org.

BAPTISMAL REGISTER

The baptismal register is the primary record for recording a person’s status within the Catholic Church (Canon 535.2). The baptismal register entry includes:

1. The name(s) of the child (last name followed by first and middle name) as designated by the parent(s)/adoptive parent(s); or the legal name of the adult (always include the full maiden name of a woman)
2. The name of the father (first, middle if any, and surname) and the name of the mother (first, middle if any, and maiden name); or names of adoptive parents (a child may have one father and one mother recorded)
3. The date and place of birth
4. The name(s) of the sponsor(s) and Christian witness, if applicable (Canon 877). Only one sponsor is necessary; however, if there are two, one must be male and one must be female (Canon 873).
5. The place and date of the baptism
6. The name of the minister performing the baptism

Baptismal Register – Sample Entries

Standard Entries

Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Notations
RAVEN, Kenneth John	Chicago, IL April 10, 1947	St. James the Greater Chicago, IL April 24, 1947	RAVEN, John JONES, Elizabeth	TRENT, Maxwell HEPPLER, Louise	Rev. Matthias O'BRIEN	

Christian Witness

Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Notations
WEST, Savannah	Riverside, CA September 21, 2001	Holy Spirit Riverside, CA January 10, 2012	WEST, Richard SALAZAR, Bianca	SALAZAR, Rogelio SIMPSON, Renee (Christian Witness)	Rev. Martin STOCKMAN	

Conditional Baptism

Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Notations
PICKLER, Miranda	Sacramento, CA May 15, 1990	St. Mary Sacramento, CA June 5, 1995	PICKLER, Jonathan MUELLER, Rhonda	PICKLER, David RENNER, Marsha	Rev. David THOMAS	Baptized conditionally

Entries for Adopted Children per USCCB Guidelines

Adopted Child (baptized *after* adoption finalized)

Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Notations
WORTH, Sandra Marie	Davis, CA March 18, 1988	St. Anthony Sacramento, CA May 22, 1993	WORTH, Mark* WELLS, Sarah*	GRANT, Barry JONES, Amy	Rev. Stephen BOND	Adopted

* Names of adoptive parents

For children baptized after their adoption is finalized, the following information shall be entered in the register:

- a. the Christian name(s) of the child as designated by the adoptive parent(s)
- b. the name(s) of the adoptive parent(s)
- c. the date and place of birth
- d. the names of the sponsors selected by the adoptive parent(s)
- e. the place and date of the baptism
- f. the name of the minister performing the baptism
- g. the fact of adoption but not the names of the natural parents

Baptismal certificates issued by the parish for adopted children will be no different from other baptismal certificates.

No mention of the fact of adoption shall be made on the baptismal certificate.

Adopted Child (baptism *before* adoption finalized)

Name of Baptized	Place and Date of Birth	Place and Date of Baptism	Father Name Mother Name (maiden)	Sponsors	Officiating Clergy	Notations
(SMITH) LEVEN Ryan Edward	Live Oak, CA March 18, 1998	Holy Spirit Sacramento, CA May 22, 1999	(Jim Smith) (May Fung) LEVEN, Brent COST, Margaret	GRANT, Barry JONES, Amy	Rev. Stephen BOND	Adopted

For children baptized before their adoption is finalized, the following notations shall be added to the baptismal register, but only after the adoption has been finalized and with due regard for the civil law of the jurisdiction:

- a. parentheses shall be placed around the names of the natural parents;
- b. the name(s) of the adoptive parent(s) shall then be added;
- c. the child's former surname shall also be parenthesized and the new surname added; and
- d. a notation shall be made that the child was legally adopted.

Baptismal certificates issued by the parish for these individuals shall give only the name(s) of the adoptive parent(s), the child's new legal surname, the date and place of baptism, and the name of the minister who conferred the sacrament. **The name(s) of the sponsor(s) shall not be given, and no mention of the fact of adoption shall be made on the baptismal certificate.**

USCCB Guidelines Regarding Baptism of Adopted Children:

<http://www.usccb.org/beliefs-and-teachings/what-we-believe/canon-law/complementary-norms/canon-877-3-recording-the-baptism-of-adopted-children.cfm>

FIRST COMMUNION REGISTER

The Diocese prescribes the use of the First Communion register. The entry includes the following:

1. The legal and Christian names of the child
2. The date and place of baptism
3. Name of parent(s)
4. The church and date of the first Communion
5. The name of the main celebrant of the Mass

A current copy (issued within six months) of the Catholic baptismal certificate is required as supporting documentation. A First Communion certificate is to be issued as soon as possible after the event is recorded in the register.

Name of Individual	Date and Place of Baptism	Name of Parent(s)	Date and Place of First Communion	Officiating Clergy	Notations
<i>LEVEN Ryan Edward</i>	<i>May 22, 1999 Sacred Heart Sacramento, CA</i>	<i>LEVEN, Rob SMITH, Ann</i>	<i>June 1, 2006 Sacred Heart Sacramento, CA</i>	<i>Rev. Stephen BOND</i>	

CONFIRMATION REGISTER

Canons relevant to Confirmation registers include: 894–896. The Confirmation register entry includes:

1. The legal names of the child or adult (use maiden name of a woman)
2. Confirmation name
3. The name of the father (first, middle if any, and surname) and the name of the mother (first, middle if any, and maiden name)
4. The date and place of baptism
5. The name of the sponsor selected by the person
6. The place and date of the confirmation
7. The name of the minister performing the confirmation

A recently issued (six months) copy of the baptism certificate is required as supporting documentation if the individual was baptized in another parish. A confirmation certificate is to be issued as soon as possible after the sacrament is recorded in the register. In cases of joint celebrations, such as the adult confirmations performed at the Cathedral, the Cathedral registers contain the information on each person confirmed. Notification of the reception of this sacrament is to be sent to the place of baptism. The date and place of the reception of this sacrament is to be noted in the baptism register even if the sacrament took place in the same parish.

Name of Confirmed	Father Name Mother Name (maiden)	Date and Place of Baptism	Sponsor	Date and Place of Confirmation	Officiating Clergy	Notations
LEVEN Ryan Edward	LEVEN, Brent	May 22, 1999 Sacred Heart Sacramento, CA	COST, Jerome	May 12, 2016 St. Joseph Sacramento, CA	Rev. Stephen BOND	
Confirmation Name	COST, Margaret					
Peter						

CATECHUMEN REGISTER

A catechumen is a person who is not yet baptized at all and who has celebrated the “Rite of Acceptance into the Order of Catechumens” as part of the RCIA. The name of a catechumen, along with the names of the sponsor, officiating minister, and date and place of this celebration, shall be entered into a special parish register of catechumens.

Note: Already-baptized candidates for full communion and confirmation technically are not catechumens, and these persons’ names are not placed in the catechumenal register.

The catechumen register entry includes:

1. The legal name(s) of the catechumen
2. The name of the sponsor (first, middle if any, and surname)
3. The name of the officiating minister
4. The date and place (actual church and town)

BOOK OF THE ELECT

An “elect” person is a catechumen who has subsequently celebrated the “Rite of Election or Enrollment of Names” as part of the RCIA, and so has been chosen by the Church to receive the sacraments of initiation.

The book of the elect entry includes:

1. The legal name(s) of the elect individual
2. The name of the sponsor (first, middle if any, and surname)
3. The name of the officiating minister
4. The date and place (actual church and town)

Note: The already-baptized candidates for full communion and confirmation technically are not catechumens and do not become members of the elect; these persons’ names are not placed in the “book of the elect.”

RECEIVED INTO FULL COMMUNION

The name of persons who first were baptized in another Christian religion and who enter into full communion with the Catholic Church by means of a formal profession of faith, confirmation, and reception of Eucharist should be recorded in the parish register of reception into full communion. The date and place of the person's reception are indicated, as well as the date of the non-Catholic baptism, as well as all of the other information as required in a typical baptismal entry. This register then becomes the place where subsequent sacraments are recorded. Note that confirmation and first communion are administered at the time of this profession of faith, and the proper entry must also be made in the parish confirmation register and first communion register. The "sponsor" for a person joining the Church typically serves also as the sponsor for confirmation. If the parish has not obtained a register of those who have been received into full communion, they may be entered into the baptism register, with notation that this is a reception into full communion, not a baptism.

MARRIAGE REGISTER

Canons relevant to Marriage registers include: 1081, 1121, 1122, 1123, and 1685. The marriage register entry includes:

1. The legal name(s) of the groom
2. The name of the father (first, middle if any, and surname) and the name of the mother (first, middle if any, and maiden name) of the groom
3. The legal name(s) of the bride (Always include the full maiden name of a woman, even if a second marriage)
4. The name of the father (first, middle if any, and surname) and the name of the mother (first, middle if any, and maiden name) of the bride
5. The date and place (actual church and town) of the wedding
6. The names of the witnesses
7. The name of the priest/deacon/minister asking for and receiving the couple's vows
8. Notation of any permissions, dispensations, and delegations obtained for the valid celebration of the wedding (including protocol number if existing).

Name of Groom	Father Name Mother Name (maiden)	Date and Place of Baptism	Date and Place of Wedding	Witnesses	Officiating Clergy	Notations of Permission, Dispensation, Delegation
<i>LEVEN Ryan Edward</i>	<i>LEVEN, Brent COST, Margaret</i>	<i>May 2, 1988 Holy Spirit, Sacramento,</i>	<i>August 2, 2009</i>	<i>BAKER, Steven</i>	<i>Rev. Stephen BOND</i>	<i>Perm. Mixed Religions 2009-0152D</i>
Name of Bride	<i>FOSTER, Alan BREY, Doris</i>	<i>July 23, 1989 Trinity Lutheran Sacramento</i>	<i>Cathedral Sacramento, CA</i>	<i>FOSTER, Leah</i>		
<i>FOSTER, Lisa</i>						

DEATH REGISTER

While officially called the death register, this register is actually a register of funerals that take place in the parish. Deaths should ordinarily be recorded at the parish of the deceased where the funeral takes place. If the funeral is not conducted at the parish of the deceased, then it is recorded in the parish where the funeral does take place. A bound register shall be used to record deaths and burials. Burial permit books do not satisfy the conditions of a permanent register. Entries are to be chronologically arranged by date of parishioner death.

The death register entry includes:

1. The date of death
2. The name of the parishioner (first, middle if any, and surname)
3. The date of anointing
4. The name of the anointing priest
5. The place of burial

Additional information may include name of funeral home, next of kin, and cause of death (if known).

There is no need to record memorial Masses in this register. However, they should be recorded in the Mass intention book.

SICK CALL REGISTER

The sick call register is primarily maintained to record the Sacrament of Anointing of the Sick. This register should include the following information:

1. Name of person
2. Date of visit
3. The name of the anointing priest

No entry shall be made regarding the sacrament of reconciliation.

OTHER INSTITUTIONS

Persons assigned as chaplains or parish priests with sacramental responsibilities for Catholic or non-Catholic institutions – hospitals, jails, prisons, care facilities, etc. – which maintain no distinctly Catholic sacramental registers shall see to it that the reception of the sacraments of baptism, confirmation, and marriage be recorded in the sacramental registers of the territorial parish in which the hospital or institution is located (not the home parish of the person receiving the sacrament, nor the parish of the priest or minister who administered the sacrament). An exception would be for a priest from a “personal (non-territorial) parish” administering a sacrament to one of his subjects.

SACRAMENTAL CERTIFICATES

Samples of sacramental certificates may be downloaded from the Tribunal’s website:
<https://www.scd.org/tribunal>

Click on the “Sacramental Registers” link to download the following:

- Baptism Certificate
- Confirmation Certificate
- First Communion Certificate
- Reception into Full Communion Certificate
- Marriage Certificate

(Samples may also be found in the Appendix.)

While parishes may design their own sacramental certificates, the information from these samples must be included on parish certificates in order to be valid.

In addition, the pastor’s original signature (not a stamped signature) and the parish stamp or seal must be on each certificate. When the pastor is unavailable to sign the certificate, he may delegate the parochial vicar or assigned deacon to sign the certificate in his absence.

As a reminder, all baptism certificates must include notations. If there are no notations, “No Notations” must be written across the blank spaces.

Writing a letter does not suffice for a sacramental certificate.

When ordering pre-printed certificates from a catalog, church supplier, or online store, ensure that all the required information and specific wording is on the certificates.

WHAT TO DO WHEN A SACRAMENT HAS NOT BEEN ENTERED INTO THE APPROPRIATE REGISTRY

When a request comes to the parish office for a sacramental certificate, and there is no entry in the specific register, here are the guidelines to follow to respond to the request.

If the request is for a baptismal certificate, follow the steps in using a Witness Affidavit for Baptism.

If the request is for a marriage, confirmation, or first communion certificate, ask if the individual was baptized in your parish. If yes, check the baptismal record to see if the marriage, confirmation, or first communion was recorded in that register.

- If the sacrament in question is noted in the baptismal record, prepare a baptismal certificate with *notations*. This will suffice.
- If the sacrament in question is not noted in the baptismal record, follow the steps in using a Witness Affidavit for the particular sacrament (two witnesses are needed).

If the individual was not baptized in your parish, he/she should contact the church of baptism and request a baptismal certificate *with notations*.

All other questions regarding sacramental registers should be directed to the Tribunal: (916) 733-0225 or TribunalDept@scd.org.

APPENDIX

About the Use of Witness Affidavits

An affidavit may be obtained in lieu of a sacramental certificate when a certificate cannot be obtained. However, the affidavit cannot be used to prepare a certificate or enter the information into the registry book. Nothing may be entered in the registry book based on an affidavit. The pastor (or his delegate) signs and dates the affidavits to verify the identity of two witnesses each signing an affidavit (checking the person's government-issued ID, as needed). The originals should be stamped or embossed with the parish seal.

The original affidavits are given to the parent (or individual). The copy of the affidavits should be stamped "*Concordat cum Originale*" and dated and signed by the pastor or his delegate. The copies may then be tucked in the registry book near the page where the sacrament should have been recorded, or secured at the back of the registry in a pocket. In cases of marriage preparation, a copy of the affidavits may be given to the person preparing the couple for marriage.

If, after securing the affidavits from two witnesses, a sacramental certificate is located, the certificate should be destroyed, since it is not valid and does not accurately reflect what is in the register.

Types of Affidavits Regarding Baptismal Status

Witness Affidavit – one who was present at the individual's baptism (two witnesses are required)

Personal Affidavit – when the individual in question was baptized after the age of reason (7) and *specifically remembers* his/her baptism

Priest/Deacon Affidavit – when the priest or deacon *specifically remembers* baptizing the individual

Types of Affidavits Regarding First Communion

Witness Affidavit – one who was present at the First Communion (two witnesses are required)

Priest/Deacon Affidavit – when the priest or deacon *specifically remembers* officiating at the First Communion and *specifically remembers* the individual receiving First Communion

Type of Affidavit Regarding Confirmation

Witness Affidavit – one who was present at the Confirmation (two witnesses are required)

Types of Affidavits Regarding Marriage

Witness Affidavit – one who was present at the marriage (two witnesses are required)

Priest/Deacon Affidavit – when the priest or deacon *specifically remembers* officiating at the wedding



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Witness Affidavit Regarding Baptismal Status of

(First, Middle, Last Name; include Maiden if applicable)

A certified copy of the baptismal certificate is not possible because: *(please check reason)*

- The baptism was not entered into the sacramental register book. This has been verified by the parish.
- The parish's records were destroyed by fire or other natural disaster. This has been verified by the parish and/or diocese.
- Other: _____.

Oath: "Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth in answering the following questions?" _____

Witness Name _____

Address/City/State/ZIP _____

Your relationship to the above-named person: _____

I hereby attest that I have known the above-named person for _____ years and that: (check one)

He/She is a baptized Catholic. Date of Baptism: _____

Name of Church and Address/City/State/ZIP: _____

He/She is a baptized Christian. Date of Baptism: _____

Name of Church and Address/City/State/ZIP: _____

He/She has never been baptized, sprinkled, christened, or initiated into any Christian religion.

If you are not a parent or the godparent of the above-named party, what is the source of your knowledge about his/her baptism and religious background? _____

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE:

I know the witness personally or

I have verified his/her government-issued identification.

Type and Number: _____

(Driver's license, Passport, etc.)

Witness Signature

Date

Pastor or Delegate – Signature

Date

Pastor or Delegate – Print Name

Affix parish seal or stamp here.

If deposition is taken outside the Diocese of Sacramento, it must be approved by the Chancery Office of the witness' residence.

Diocese _____ Date _____

Chancellor or Bishop's Delegate



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Priest/Deacon Affidavit Regarding Baptism

(First, Middle, Last Name; include Maiden if applicable)

A certified copy of the baptismal certificate is not possible because: *(please check reason)*

- The baptism was not entered into the sacramental register book. This has been verified by the parish.
- The parish's records were destroyed by fire or other natural disaster. This has been verified by the parish and/or diocese.
- Other: _____.

Oath: "Do you solemnly swear before Almighty God to tell the whole truth
 and nothing but the truth in responding to this affidavit?" _____

Officiant Name (Priest or Deacon) _____

Address/City/State/ZIP _____

I hereby attest that the above-named person was baptized by me, in accordance with the laws and rites of the Roman Catholic Church on (month/date/year) _____

(at) Name of Church _____

Address/City/State/ZIP _____

Parents (if known) _____

Godparents (if known) _____

Priest or Deacon – Signature

Date

Priest or Deacon – Print Name

Affix parish seal or stamp here.

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Personal Affidavit Regarding My Baptismal Status

My Name (First, Middle, Last Name; include Maiden if applicable)

Address/City/State/ZIP _____

A certified copy of my baptismal certificate is not possible because: *(please check reason)*

- The baptism was not entered into the sacramental register book. This has been verified by the parish.
 The parish's records were destroyed by fire or other natural disaster. This has been verified by the parish and/or diocese.
 Other: _____

Oath: "Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth in completing this affidavit?" _____

I hereby attest that I remember my baptism and that: *(check one that applies to your situation)*

- I am a *baptized Catholic*. Date of Baptism _____
 Name of Church and Address/City/State/ZIP _____

I was _____ years old when I was baptized.

- I am a *baptized Christian*. Date of Baptism _____
 Name of Church and Address/City/State/ZIP _____

I was _____ years old when I was baptized.

OR I have never been baptized, sprinkled, christened, or initiated into any Christian religion.

Signature (The person signing this cannot be the petitioner or respondent in an annulment case.)

Date

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE:

- I know the witness personally or
 I have verified his/her government-issued identification.

Type and Number: _____
(Driver's license, Passport, etc.)

Witness Signature

Date

Pastor or Delegate – Signature

Date

Pastor or Delegate – Print Name

Affix parish seal or stamp here.

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Witness Affidavit Regarding Confirmation

(First, Middle, Last Name; include Maiden if applicable)

A certified copy of the Confirmation certificate is not possible because: *(please check reason)*

- The Confirmation was not entered into the parish's sacramental registry book. This has been verified by the parish.
 The parish's records were destroyed by fire or other natural disaster. This has been verified by the parish and/or diocese.
 Other: _____.

Oath: "Do you solemnly swear before Almighty God to tell the whole truth
and nothing but the truth in responding to this affidavit?" _____

Witness Name _____

Address/City/State/ZIP _____

Your relationship to the above-named person _____

I hereby attest that I have known the above-named person for _____ years

and that I witnessed his/her confirmation on (date) _____

at (Name of Church) _____

(Address/City/State/ZIP) _____

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE:

- I know the witness personally or
 I have verified his/her government-issued identification.

Type and Number: _____
(Driver's license, Passport, etc.)

Witness Signature *Date*

Pastor or Delegate – Signature *Date*

Pastor or Delegate – Print Name

Affix parish seal or stamp here.

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Witness Affidavit Regarding Reception of First Communion

(First, Middle, Last Name; include Maiden if applicable)

A certified copy of the First Communion certificate is not possible because: *(please check reason)*

- The First Communion was not entered into the sacramental register book. This has been verified by the parish.
- The parish's records were destroyed by fire or other natural disaster. This has been verified by the parish and/or diocese.
- Other: _____.

Oath: "Do you solemnly swear before Almighty God to tell the whole truth
and nothing but the truth in responding to this affidavit?" _____

Witness Name _____

Address/City/State/ZIP _____

Your relationship to the above-named person _____

I hereby attest that I have known the above-named person for _____ years

and that I witnessed his/her First Communion on (date) _____

at (Name of Church) _____

(Address/City/State/ZIP) _____

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE:

- I know the witness personally or
- I have verified his/her government-issued identification.

Type and Number: _____
(Driver's license, Passport, etc.)

Witness Signature _____
Date

Pastor or Delegate – Signature _____
Date

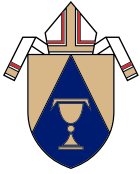
Pastor or Delegate – Print Name

Affix parish seal or stamp here.

If deposition is taken outside the Diocese of Sacramento, it must be approved by the Chancery Office of the witness' residence.

Diocese _____ Date _____

Chancellor or Bishop's Delegate



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Witness Affidavit Regarding Confirmation and First Communion Status of:

(First, Middle, Last Name; include Maiden if applicable)

Certified copies of the Confirmation and First Communion certificates are not possible because: *(please check reason)*

- The Confirmation and First Communion were not entered into the sacramental register books. This has been verified by the parish.
- The parish's records were destroyed by fire or other natural disaster. This has been verified by the parish and/or diocese.
- Other: _____.

Oath: "Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth in responding to this affidavit?" _____

Witness Name _____

Address/City/State/ZIP _____

Your relationship to the above-named person _____

I hereby attest that I have known the above-named person for _____ years

and that he/she was confirmed and received First Communion on (date) _____

at (Name of Church) _____

(Address/City/State/ZIP) _____

Signature _____
Date

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE:

- I know the witness personally or
- I have verified his/her government-issued identification.

Type and Number: _____
(Driver's license, Passport, etc.)

Pastor or Delegate – Signature _____
Date

Pastor or Delegate – Print Name

Affix parish seal or stamp here.

If deposition is taken outside the Diocese of Sacramento, it must be approved by the Chancery Office of the witness' residence.

Diocese _____ Date _____
Chancellor or Bishop's Delegate



Diocese of Sacramento
The Tribunal
 2110 Broadway
 Sacramento, CA 95818
 Phone: (916) 733-0225
 www.scd.org/tribunal

Witness Affidavit Regarding Marriage (or Convalidation)

Bride: _____
(First, Middle, Last Name; include Maiden if applicable)

Groom: _____
(First, Middle, Last Name)

A certified copy of the marriage certificate is not possible because: *(please check reason)*

- The marriage was not entered into the sacramental register book. This has been verified by the parish.
- The parish's records were destroyed by fire or other natural disaster. This has been verified by the parish and/or diocese.
- Other: _____.

Oath: "Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth in responding to this affidavit?" _____

Witness Name _____

Address/City/State/ZIP _____

Your relationship to the above-named person(s) _____

I hereby attest that I have known the above-named person(s) for _____ years

and I was present at their wedding on (date) _____

(at) Name of Church _____

Address/City/State/ZIP _____

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE:

- I know the witness personally or
- I have verified his/her government-issued identification.

Type and Number: _____
(Driver's license, Passport, etc.)

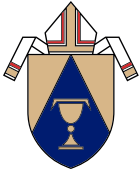
Witness Signature _____
Date

Pastor or Delegate – Signature _____
Date

Pastor or Delegate – Print Name *Affix parish seal or stamp here.*

If deposition is taken outside the Diocese of Sacramento, it must be approved by the Chancery Office of the witness' residence.

Diocese _____ Date _____
Chancellor or Bishop's Delegate



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The Tribunal
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 Sacramento, CA 95818
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Priest/Deacon Affidavit Regarding Marriage (or Convalidation)

Bride: _____
(First, Middle, Maiden Name)

Groom: _____
(First, Middle, Last Name)

A certified copy of the marriage certificate is not possible because: *(please check reason)*

- The marriage was not entered into the sacramental register book. This has been verified by the parish.
- The parish's records were destroyed by fire or other natural disaster. This has been verified by the parish and/or diocese.
- Other: _____.

Oath: "Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth in responding to this affidavit?" _____

Officiant Name (Priest or Deacon) _____

Address/City/State/ZIP _____

I hereby attest that the above-named person(s) were married by me, in accordance with the laws and rites of the Roman Catholic Church on (month/date/year) _____

(at) Name of Church _____

Address/City/State/ZIP _____

Name of canonical witness _____

Name of canonical witness _____

I am listed on the state marriage license as the officiant of this marriage.

Priest or Deacon – Signature _____
Date

Priest or Deacon – Print Name

Affix parish seal or stamp here.

If deposition is taken outside the Diocese of Sacramento, it must be approved by the Chancery Office of the witness' residence.

Diocese _____ Date _____

Chancellor or Bishop's Delegate



**Diocese of Sacramento
The Tribunal**
2110 Broadway
Sacramento, CA 95818
Phone: (916) 733-0225
www.scd.org/tribunal

Witness Affidavit Regarding Civil Marriage

Bride: _____
(First, Middle, Last Name; include Maiden if applicable)

Groom: _____
(First, Middle, Last Name)

A certified copy of the marriage certificate is not possible because:

- There is no record of the marriage with the county where the wedding took place.
This has been verified by the county (see attached letter).

Oath: "Do you solemnly swear before Almighty God to tell the whole truth
and nothing but the truth in responding to this affidavit?" _____

Witness Name _____

Address/City/State/ZIP _____

Your relationship to the above-named person(s) _____

I hereby attest that I have known the above-named person(s) for _____ years

and that they were civilly married on (date) _____

(at) _____

Address/City/State/ZIP _____

TO BE COMPLETED BY CATHOLIC PASTOR OR HIS DELEGATE:

- I know the witness personally or
- I have verified his/her government-issued identification.

Type and Number: _____
(Driver's license, Passport, etc.)

Witness Signature

Date

Pastor or Delegate – Signature

Date

Pastor or Delegate – Print Name

Affix parish seal or stamp here.

If deposition is taken outside the Diocese of Sacramento, it must be approved by the Chancery Office of the witness' residence.

Diocese _____ Date _____

Chancellor or Bishop's Delegate

CERTIFICATE OF BAPTISM



PARISH OF

✠ This is to Certify ✠

That _____

Child of _____
FATHER'S COMPLETE NAME

and _____
MOTHER'S FULL MAIDEN NAME

Born in _____

on the _____ day of _____
MONTH AND YEAR

was BAPTIZED

on the _____ day of _____
MONTH AND YEAR

at _____
CHURCH CITY STATE

According to the Rite of the Roman Catholic Church

By _____

The sponsors being _____

As appears in the Baptismal Register of this church.

Book _____ Page _____ Line _____

Date _____
PASTOR SIGNATURE

PARISH SEAL

NOTATIONS

If no notations, please write "No Notations."

DATE _____
FIRST COMMUNION Church _____
Place _____

DATE _____
CONFIRMATION Church _____
Place _____

To _____
Date _____

MARRIAGE(S) Church _____
Place _____

DATE _____
DIACONATE Church _____
Place _____

DATE _____
RELIGIOUS PROFESSION Church _____
Place _____

CERTIFICATE OF CONFIRMATION



PARISH OF

✠ This is to Certify ✠

That _____
FIRST NAME MIDDLE NAME LAST NAME

Son/Daughter of _____

and _____

Baptized on _____

at _____
CHURCH CITY STATE

received the SACRAMENT OF CONFIRMATION

on _____
MONTH DAY YEAR

in the Church of _____

at _____
CITY STATE

in the Diocese of _____

by the Most Rev. _____

The sponsor being _____

Confirmation Name _____

As appears in the Confirmation Register of this church.

Book _____ Page _____ Line _____

Date _____
PASTOR SIGNATURE

PARISH SEAL

CERTIFICATE OF FIRST COMMUNION



PARISH OF

✠ This is to Certify ✠

That _____

Baptized on _____

at _____
CHURCH CITY STATE

Parents _____

received FIRST HOLY COMMUNION

on the _____ day of _____
MONTH AND YEAR

at _____
CHURCH CITY STATE

As appears in the First Communion Register of this church.

Book _____ Page _____ Line _____

Date _____

PASTOR SIGNATURE

PARISH SEAL



THE PARISH OF

In the Diocese of _____

Joyfully welcomes into FULL COMMUNION

with the Roman Catholic Church

born on _____

in _____ and

baptized on _____

at _____ Church

in _____

who on this day _____

at _____
CHURCH CITY STATE

has made a Solemn Profession of Faith, and has been confirmed,

and has shared in the First Eucharist.

Sponsor _____

Minister _____

Confirmation Name _____

As appears in the Register of Those Received into Full Communion of the Church at this church.

Book _____ Page _____ Line _____

Date _____

PASTOR SIGNATURE

PARISH SEAL

CERTIFICATE OF MARRIAGE



PARISH OF

✠ This is to Certify ✠

That _____

and _____

were lawfully MARRIED

on the _____ day of _____
MONTH AND YEAR

at _____
CHURCH CITY STATE

According to the Rite of the Roman Catholic Church

and in conformity with the laws of

State of _____

Rev. _____ officiating,

in the presence of _____

and _____, Witnesses.

As appears in the Marriage Register of this church.

Book _____ Page _____ Line _____

Date _____

PASTOR SIGNATURE

PARISH SEAL

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Diocese of Sacramento

The Tribunal

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tribunaldept@scd.org • www.scd.org/tribunal