



## Archdiocese of Grouard-McLennan – Form to Request a Sacrament Certificate

**\*\*A separate application is required for each certificate being sought.\*\***

**NOTE: The issuance of duplicate certificates for Church sacraments is governed by Policy 7.4.1 in the *Policy Manual of the Archdiocese of Grouard-McLennan*.**

Duplicate certificates for sacraments may be obtained from the parish, quasi-parish or mission where the sacrament was celebrated or from the Archives of the Archdiocese of Grouard-McLennan.

**For certificates being requested to meet Church requirements, such as in preparation for marriage or sponsoring a candidate for Baptism or Confirmation, there is no re-issuance fee.**

### Instructions for making request

The following information and documents must be provided before the certificate can be released:

- properly completed and signed “Form to Request a Sacrament Certificate”, parts 1, 3-4;
- **fee:** \$10 if the parish, quasi-parish or mission provides the certificate;
- \$25 if the Archives of the Archdiocese provides the certificate;
- properly completed and signed Consent Form (part 5 of this form), if the Certificate Bearer is not the person who is requesting and/or receiving delivery of the certificate;
- details of how the certificate is to be delivered (part 2 of this form).

Please submit this form to the appropriate parish or to the Archives of the Archdiocese of Grouard-McLennan, 10301 102 Street, Grande Prairie AB T8V 2W2. Ph: 780-532-9766. Email: archives.agm@outlook.com.

For a list of current parish names and addresses, please visit our website: <https://archgm.ca/parishes/>

### **Part 1. Certificate Information**

Type of Certificate	Fee	
Baptism      Confirmation      Marriage      Death	\$10	\$25

*Only cash or cheque, please. Do not enclose cash.*

*Make cheque payable to the parish or Archdiocese of Grouard-McLennan, as applicable.*

### **Part 2. Delivery of Certificate**

Please deliver the certificate:      in person      by mail      by fax      by email attachment

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

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

#### **Mailing address**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town** \_\_\_\_\_ **Postal code** \_\_\_\_\_

*Personal Information Protection Act of Alberta limits the disclosure and release of personal information to the individual named in the document, except: 1) if the record that contains the information has been in existence for more than 100 years; 2) if the individual identified in the record has been deceased for at least 20 years; or, 3) the individual identified in the record has given written consent to the disclosure.*

**Part 3. Certificate Bearer's Information**

<b>Name on Certificate</b>	First name	Middle name	Last name
<b>Date of Birth</b>	(DD/MM/YYYY)	<b>Date of Sacrament</b>	(DD/MM/YYYY)
<b>Place of Birth</b>	(City, Province, Country)		
<b>Present status</b>	Alive    Deceased    Unknown	<b>Place of Sacrament</b>	(Parish and/or Town name)

• **Father's information**

<b>Name</b>	First name	Middle name	Last name
<b>Date of Birth</b>	(DD/MM/YYYY)	<b>Place of Birth</b>	(City, Province, Country)

• **Mother's information** *(please provide her name at birth/before marriage)*

<b>Name</b>	First name	Middle name	Last name (at birth)
<b>Date of Birth</b>	(DD/MM/YYYY)	<b>Place of Birth</b>	(City, Province, Country)

• **Spouse of Certificate Bearer** *(please provide only if requesting marriage certificate)*

<b>Name</b>	First name	Middle name	Last name (before marriage)
<b>Date of Birth</b>	(DD/MM/YYYY)	<b>Place of Birth</b>	(City, Province, Country)

**Part 4. Requester's Information**

Is the person making the request the certificate bearer?	Yes    No* (explain below)
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**Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**\*Explain why you are asking for the certificate if you are not the Certificate Bearer:**  
 \_\_\_\_\_  
 \_\_\_\_\_

I confirm that the above information is correct and make this request in compliance with the policies of the Archdiocese of Grouard-McLennan and any applicable laws of Alberta and Canada.

**Requester's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part 5. Consent from the Certificate Bearer**

As bearer of the certificate described in Part 3, I, \_\_\_\_\_,  
(Name of certificate bearer)

give consent to \_\_\_\_\_ to: (check one or both)  
(Name of requester)

make this application for the certificate.      receive delivery of the certificate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_