***Request for Sacramental Record Information***

Records containing personally identifiable information should not be shared without the written request from the person whose record is being requested or their legal representative. After a person has died there is less expectation of privacy.  However, the privacy of persons still living who are related to the deceased must be considered. See *Sacramental Records Handbook of Policies and Procedures*, §IV-703 - Confidentiality

Parish requests may be submitted electronically without signature. The parish will be contacted for verification. Personal requests must be signed and sent to the parish of record. If the parish cannot locate the record contact the diocesan archivist: 780 W. Central Park Ave., Davenport, IA 52804-1901; 563-324-1911; communication@davenportdiocese.org

**Name of requester:** Date:

Address

City State Zip

Day Phone Email

Signature (if the record requested is not your own) Relationship to person being researched

**Person to be researched:**

Last name First name Maiden name (if applicable)

Address:

City State Zip

Date of birth Email

Father’s first name Father’s last name

Mother’s first name Mother’s last name Mother’s maiden name

Signature (if not the requester. If the person being researched is a minor, a parent or guardian signs above under “requester.”)

**Record requested:** 🞏 Baptism 🞏 Confirmation 🞏 Marriage 🞏 Death/Burial

Date of the sacrament (approximate if not known)

Name of church where the sacrament occurred City State

**Reason for request:**

🞏 Confirmation 🞏 Marriage 🞏 Holy Orders 🞏 Genealogy 🞏 Personal/Other:

**Do you need a notarized certificate?** 🞏 Yes 🞏 No

*Please allow at least 30 days for request to be completed.*