



# St. Mary Magdalen Parish & St. John Mission

## SACRAMENTAL RECORDS REQUEST FORM

This request is for (select one):

myself

my child who is under the age of 18

I, \_\_\_\_\_, hereby request a copy of the record of

FULL LEGAL NAME

\_\_\_\_\_, received under the name of

NAME OF SACRAMENT

\_\_\_\_\_

FULL LEGAL NAME (IF APPLICABLE, USE MAIDEN NAME)

on \_\_\_\_\_

DATE OF CELEBRATION; USE FULL DATE OR MM/DD/YYYY FORMAT

at (select one):                      Saint Mary Magdalen Parish                      Saint John Mission,

with the celebrating/witnessing bishop, priest, or deacon being:

\_\_\_\_\_

NAME OF CELEBRATING/WITNESSING PRIEST, BISHOP, OR DEACON

The recipient's date of birth is \_\_\_\_\_

RECIPIENT DATE OF BIRTH; USE FULL DATE OR MM/DD/YYYY FORMAT

Their father is \_\_\_\_\_

FULL LEGAL NAME

and mother is \_\_\_\_\_

FULL LEGAL NAME (IF APPLICABLE, USE MAIDEN NAME)

Signature of requestee/parent: \_\_\_\_\_

Address: \_\_\_\_\_

FULL ADDRESS, INCLUDING CITY, STATE, AND ZIP

Phone: \_\_\_\_\_                      Email: \_\_\_\_\_

*Please include a photocopy/scan of your government-issued photo ID, along with \$10 processing fee. Payment may be made by cash; a check to St. Mary Magdalen Parish; or at [www.smmparish.org/596](http://www.smmparish.org/596). In addition to being mailed to the parish, this form, together with the ID and payment, can also be emailed to [pgallegos@smmparish.org](mailto:pgallegos@smmparish.org). Certificates will be mailed once payment has been received.*

OFFICE USE  
ONLY

PHOTO COPY OF DRIVER'S LICENSE? \_\_\_\_\_                      \$10.00 FEE?  CASH  CHECK (# \_\_\_\_\_)  
\_CARD: (# \_\_\_\_\_) DATE COMPLETED/MAILED: \_\_\_\_\_                      INITIALS: \_\_\_\_\_



**The following are procedures for requesting sacramental records according to regulations of the Seattle Archdiocese.**

1. Requests for family or genealogical information are handled by mail or are initiated by filling out the Sacramental Records Request Form. A parish to parish request may be handled at no cost by mail or call to request a record.
2. Requests are to be as specific as possible and should include the following: surname; given name; church or location of ceremony; approximate date; and type of record (baptism, marriage, or funeral). Additional information such as parent's names, birth dates, address at the time of the ceremony, are also helpful in determining where the records may be located.
3. Transcriptions or certificates are issued in English and include all pertinent family information except regarding legitimacy. In cases where several requests for records are made at one time, the information is transcribed within the body of a letter, and not issued on individual certificates. Copies of the registers themselves are not made.
4. The Archives cannot guarantee the accuracy of the information entered in the registers. The entries were meant to be sacramental records, not vital statistics.
5. A fee of \$10.00 is requested for research and the issuance of a new certificate by the Archives. The check is to be made out to St. Mary Magdalen Church. The fee is waived in cases of hardship.
6. To ensure the privacy of the sacramental recipient, a photocopy (or scanned image) of one form of government-issued identification (passport, driver's license, military ID) is required with a letter of request and payment.