



Sacramental Register Handbook





The Catholic Diocese of Arlington

SACRAMENTAL

REGISTER

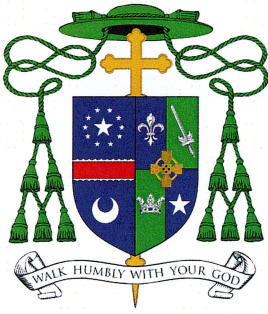
HANDBOOK

All examples contained in this handbook are fictional.

Dated: 29 June 2023
Feast of Sts. Peter and Paul

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DIocese OF ARLINGTON

Office of the Bishop

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July 7, 2023

Dear Brother Priests,

I am pleased to present the Diocese of Arlington Sacramental Register Handbook, which was prepared by Father William Saunders and the Office of Faith Formation and reviewed by the Deans. This Handbook is intended to educate and assist clergy and staff in accurately inscribing and preserving sacramental registers. The handbook contains samples of forms and guidelines for properly completing the documents, as well as recommendations for the proper care and maintenance of the registers. I am confident this will be a valuable resource for you and your parish.

Be assured of my prayers for you. May Our Lord Jesus bless you with his peace and may Mary our Mother watch over you always.

Fraternally in Christ,

Most Reverend Michael F. Burbidge
Bishop of Arlington

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Canon Law and Sacramental Registers

General Norms for Registers

Canon 535 §1. Each parish is to have parochial registers, that is, those of Baptisms, Marriages, Deaths, and others as prescribed by the Conference of Bishops or the diocesan Bishop. The Pastor is to see to it that these registers are accurately inscribed and carefully preserved.

§2. In the Baptismal Register are also to be noted Confirmation and those things which pertain to the canonical status of the Christian faithful by reason of Marriage, without prejudice to the prescript of Canon 1133 [pertaining to secret marriages], of adoption, of the reception of Sacred Orders, of Perpetual Profession made in a Religious Institute, and of change of rite. These notations are always to be noted on a baptismal certificate.

§3. Each parish is to have its own seal. Documents regarding the canonical status of the Christian faithful and all acts which can have juridic importance are to be signed by the Pastor or his delegate and sealed with the parochial seal.

§4. In each parish there is to be a storage area, or archive, in which the parochial registers are protected along with letters of Bishops and other documents which are to be preserved for reason of necessity or advantage. The Pastor is to take care that all of these things, which are to be inspected by the diocesan Bishop or his delegate at the time of visitation or at some other opportune time, do not come into the hands of outsiders.

§5. Older parochial registers are also to be carefully protected according to the prescripts of particular law.

Canon 491 §1. A diocesan Bishop is to take care that the acts and documents of the archives of cathedral, collegiate, parochial, and other churches in his territory are also diligently preserved and that inventories or catalogs are made in duplicate, one of which is to be preserved in the archive of the church and the other in the diocesan archive.

§2. A diocesan Bishop is also to take care that there is an historical archive in the diocese and that documents having historical value are diligently protected and systematically ordered in it.

§3. In order to inspect or remove the acts and documents mentioned in §§1 and 2, the norms established by the diocesan Bishop are to be observed.

Baptism

Canon 852 §1. The prescripts of the canons on adult Baptism are to be applied to all those who, no longer infants, have attained the use of reason.

Canon 869 §1. If there is a doubt whether a person has been baptized or whether Baptism was conferred validly and the doubt remains after a serious investigation, Baptism is to be conferred conditionally.

§2. Those baptized in a non-Catholic ecclesial community must not be baptized conditionally unless, after an examination of the matter and the form of the words used in the conferral of Baptism and a consideration of the intention of the baptized adult and the minister of the Baptism, a serious reason exists to doubt the validity of the Baptism.

Canon 870 An abandoned infant or a foundling is to be baptized unless after diligent investigation the Baptism of the infant is established.

Canon 873 There is to be only one male sponsor or one female sponsor or one of each.

Canon 874 §1. To be permitted to take on the function of sponsor a person must:

- 1/ be designated by the one to be baptized, by the parents or the person who takes their place, or in their absence by the Pastor or minister and have the aptitude and intention of fulfilling this function;
- 2/ have completed the sixteenth year of age, unless the diocesan Bishop has established another age, or the Pastor or minister has granted an exception for a just cause;
- 3/ be a Catholic who has been confirmed and has already received the Most Holy Sacrament of the Eucharist and who leads a life of faith in keeping with the function to be taken on;
- 4/ not be bound by any canonical penalty legitimately imposed or declared;
- 5/ not be the father or mother of the one to be baptized.

§2. A baptized person who belongs to a non-Catholic ecclesial community is not to participate except together with a Catholic sponsor and then only as a witness of the Baptism.

Canon 876 To prove the conferral of Baptism, if prejudicial to no one, the declaration of one witness beyond all exception is sufficient or the oath of the one baptized if the person received Baptism as an adult.

Canon 877 §1. The Pastor of the place where the Baptism is celebrated must carefully and without any delay record in the Baptismal Register the names of the baptized, with mention made of the minister, parents, sponsors, witnesses, if any, the place and date of the conferral of the Baptism, and the date and place of birth.

§2. If it concerns a child born to an unmarried mother, the name of the mother must be inserted, if her maternity is established publicly or if she seeks it willingly in writing or before two witnesses. Moreover, the name of the father must be inscribed if a public document or his own declaration before the Pastor and two witnesses proves his paternity; in other cases, the name of the baptized is inscribed with no mention of the name of the father or the parents.

§3. If it concerns an adopted child, the names of those adopting are to be inscribed and, at least if it is done in the civil records of the region, also the names of the natural parents according to the norm of §§1 and 2, with due regard for the prescripts of the Conference of Bishops.

Canon 878 If the Baptism was not administered by the Pastor or in his presence, the minister of Baptism, whoever it is, must inform the Pastor of the parish in which it was administered of the conferral of the Baptism, so that he records the Baptism according to the norm of Canon 877, §1.

Confirmation

Canon 876 To prove the conferral of Baptism, if prejudicial to no one, the declaration of one witness beyond all exception is sufficient or the oath of the one baptized if the person received Baptism as an adult.

Canon 894 To prove the conferral of Confirmation the prescripts of Canon 876 are to be observed.

Canon 895 The names of those confirmed with mention made of the minister, the parents and sponsors, and the place and date of the conferral of Confirmation are to be recorded in the Confirmation Register of the diocesan curia or, where the Conference of Bishops or the diocesan Bishop has prescribed it, in a register kept in the parish archive. The Pastor must inform the Pastor of the place of Baptism about the conferral of Confirmation so that a notation is made in the Baptismal Register according to the norm of Canon 535, §2.

Canon 896 If the Pastor of the place was not present, the minister either personally or through another is to inform him as soon as possible of the conferral of Confirmation.

Marriage

Canon 1081 The Pastor or the priest or deacon mentioned in Canon 1079, §2 is to notify the local ordinary immediately about a dispensation granted for the external forum; it is also to be noted in the Marriage Register.

Canon 1121 §1. After a Marriage has been celebrated, the Pastor of the place of the celebration or the person who takes his place, even if neither assisted at the Marriage, is to note as soon as possible in the Marriage Register the names of the spouses, the person who assisted, and the witnesses, and the place and date of the celebration of the Marriage according to the method prescribed by the Conference of Bishops or the diocesan Bishop.

§2. Whenever a Marriage is contracted according to the norm of Canon 1116, a priest or deacon, if he was present at the celebration, or otherwise the witnesses in solidum with the contracting parties are bound to inform as soon as possible the Pastor or local ordinary about the Marriage entered into.

§3. For a Marriage contracted with a dispensation from canonical form, the local ordinary who granted the dispensation is to take care that the dispensation and celebration are inscribed in the Marriage Registers of both the curia and the proper parish of the Catholic party whose Pastor conducted the investigation about the free status. The Catholic spouse is bound to notify as soon as possible the same ordinary and Pastor about the Marriage celebrated and also to indicate the place of the celebration and the public form observed.

Canon 1122 §1. The contracted Marriage is to be noted also in the Baptismal Registers in which the Baptism of the spouses has been recorded.

§2. If a spouse did not contract Marriage in the parish in which the person was baptized, the Pastor of the place of the celebration is to send notice of the Marriage which has been entered into as soon as possible to the Pastor of the place of the conferral of Baptism.

Canon 1123 Whenever a Marriage is either convalidated in the external forum, declared null, or legitimately dissolved other than by death, the Pastor of the place of the celebration of the Marriage must be informed so that a notation is properly made in the Marriage and Baptismal Registers.

Canon 1682 § 2. As soon as the sentence becomes effective, the Judicial Vicar must notify the local ordinary of the place in which the Marriage took place. The local ordinary must take care that the declaration of the nullity of the Marriage and any possible prohibitions are noted as soon as possible in the Marriage and Baptismal Registers.

Canon 1133 A Marriage celebrated secretly is to be noted only in a special register to be kept in the secret archive of the curia.

Religious Profession

§2. In the Baptismal Register are also to be noted Confirmation and those things which pertain to the canonical status of the Christian faithful by reason of Marriage, without prejudice to the prescript of Canon 1133, of adoption, of the reception of Sacred Orders, of Perpetual Profession made in a Religious Institute, and of change of rite. These notations are always to be noted on a baptismal certificate.

Ordination to Holy Orders

Canon 1050 For a person to be promoted to Sacred Orders, the following documents are required:

- 1/ a testimonial that studies have been properly completed according to the norm of Canon 1032;
- 2/ for those to be ordained to the presbyterate, a testimonial that the diaconate was received;
- 3/ for candidates to the diaconate, a testimonial that Baptism, Confirmation and the ministries mentioned in Canon 1035 were received; likewise, a testimonial that the declaration mentioned in Canon 1036 was made, and if the one to be ordained to the permanent diaconate is a married candidate, testimonials that the Marriage was celebrated and the wife consents.

Canon 1052 §1. For a Bishop conferring ordination by his own right to proceed to the ordination, he must be sure that the documents mentioned in Canon 1050 are at hand and that, after the investigation has been conducted according to the norm of law, positive arguments have proven the suitability of the candidate.

§2. For a Bishop to proceed to the ordination of someone who is not his subject, it is sufficient that the dimissorial letters mention that the same documents are at hand, that the investigation has been performed according to the norm of the law, and that the suitability of the candidate has been established. Moreover, if the candidate is a member of a Religious Institute or a Society of Apostolic Life, the same letters must also attest that he has been received definitively into the institute or society and is a subject of the Superior who gives the letters.

§3. If, all these notwithstanding, the Bishop doubts for specific reasons whether a candidate is suitable to receive orders, he is not to promote him.

Canon 1053 §1. After an ordination has taken place, the names of those ordained and of the ordaining minister and the place and date of the ordination are to be noted in a special register to be kept carefully in the curia of the place of ordination; all the documents of individual ordinations are to be preserved carefully.

§2. The ordaining Bishop is to give to each of the ordained an authentic testimonial of the reception of ordination; if a Bishop other than their own promoted them with dimissorial letters, they are to show the testimonial to their own ordinary for notation of the ordination in a special register to be kept in the archive.

Canon 1054 The local ordinary if it concerns seculars, or the competent Major Superior if it concerns his own subjects, is to send notice of each ordination celebrated to the Pastor of the place of Baptism, who is to record it in his Baptismal Register according to the norm of Canon 535, §2.

Death Register

Canon 1182 When the burial has been completed, a record is to be made in the Register of Deaths according to the norm of particular law.

Witnesses

Canon 1573 The testimony of one witness cannot produce full proof unless it concerns a qualified witness making a deposition concerning matters done ex officio, or unless the circumstances of things and persons suggest otherwise.

Sacramental Registers

Ownership

The ownership of the registers and the copyrights of all parish sacramental records (and those of agencies or institutions within the jurisdiction of the Diocese of Arlington) reside with the Bishop of Arlington, a corporate sole.

Any decisions or issues related to the publishing, microfilming, scanning, replacement, rebinding, repair, or disposal of registers are determined by the Chancellor.

Under no circumstances may the original registers, or any of the information in the registers, be duplicated in any manner and given, loaned, or sold to any person or institution without the express written permission of the Bishop.

Purpose of Registers

Sacraments and Order of Christian Initiation of Adults (OCIA, formerly RCIA) rituals are recorded officially in registers. From these registers, certificates may be prepared for individuals who need to prove their sacramental status.

Catholics have the right to accurate sacramental records. sacramental registers are to reflect what actually took place with whom, where, before whom, etc.

They are not to reflect what someone might, in fact, wish had happened. For instance, the name of a godparent cannot be deleted subsequent to the Baptism because the godparent loses favor with the parents or the one Baptized.

Required Registers

In the Diocese of Arlington, parishes and missions must have, and are required to maintain, the following sacramental and ritual registers (which may be individual books or combined):

- Baptismal Register.
- Confirmation Register.
- First Communion Register.
- Marriage Register.
- Book of the Elect.
- Death Register.

In addition, the following registers are optional:

- Book of Catechumens.
- Anointing of the Sick.

No record of First Reconciliation/Confession/Penance is to be kept.

Electronic Sacramental Records

Sacramental records may be duplicated on computers (e.g., in parish databases and/or religious education records, etc.), but a complete record must be maintained in the sacramental registers. The sacramental registers themselves must never be destroyed or discarded.

The sacramental registers are considered the only authentic copy of sacramental records.

Where to Obtain Registers

Registers are available for purchase from vendors specializing in Catholic religious supplies. Parishes should not create their own register books.

Suggested Types of Registers

It is suggested that registers be covered in smooth leather or leather-like materials. Cloth-covered books should be avoided as they attract and retain more dust. If the older registers are leather, do not use “leather dressing” or “leather oil” on them; this will encourage pests. The pages of the register are to be acid-neutral (usually labeled “acid-free”).

Identifying Registers (Spine)

Each sacramental register should have clearly marked on the spine the volume number and dates of records contained therein. For example:

Baptismal Register

Vol. 3

1998-2022

Grave Responsibility

The Pastor is responsible for the parish sacramental registers. Pastors should review the sacramental registers annually. The day-to-day administration of sacramental registers may be delegated to another person, who should be an employee of the parish.

Those who record the sacraments have a grave responsibility to record sacraments in a timely manner and to create and maintain correct records.

Inspection and Certification of Registers

At least once during each term of office, Vicars Forane (deans) must inspect all sacramental registers within his territory. They certify each register as inspected with their signature and date of inspection.

Maintaining Sacramental and Ritual Registers

Access to Registers

The Pastor is ultimately responsible for the care of and access to the sacramental records, as well as any reproductions. He determines how records are used, by whom, and for what purposes (e.g., historical research, demographics, etc.). No one other than the Pastor or his delegate can claim a right to direct access to the registers.

Confidentiality

Although sacramental registers record public events, they also contain personal and confidential information. Sacramental registers are kept for the good of the faithful. They are private documents, not public ones.

If a person is seeking his/her own records or has a legitimate reason to request family records (e.g., a parent of a minor or a child seeking records of an incapacitated parent with legal proof of guardianship or executor status), the Pastor or appointed personnel can examine the registers and issue the required information. If the Pastor feels that an exception is justified in a particular case, he should contact the Chancellor.

If the inquiring person is not known to the parish personnel, a written request with proof of identification is required. The request must be signed and include the name of the parents, date of birth, and other pertinent information so that there is no doubt that the person requesting the information is entitled to receive it.

Requests by a government or corporate agency (e.g., Social Security Administration, Immigration, etc.) should be accompanied by a signed release of the person whose record is requested (or a legal guardian).

Subpoenas and other court orders demanding access to sacrament records should be accepted, but no records should be released to the server of the subpoena before contacting and receiving a response from the Chancellor.

Access to sacramental register data is at the discretion of the Pastor. If genealogists are given information from sacramental registers, it must be made clear that the information is for personal research use only and cannot be reproduced or published in any way without the express written permission of the Diocese of Arlington. Genealogists may not normally have direct access to sacramental registers and must never have unsupervised access to sacramental registers.

Institutions without Sacramental Registers

Institutions (such as schools, hospitals, etc.) that maintain no sacramental registers should ensure that the receptions of the sacraments are recorded in the sacramental registers of the territorial parish in which the institution is located. Such sacraments may not be recorded in the parish where the priest is assigned if it is not the territorial parish.

Non-Transferable

Under no pretext may anyone remove or take any parochial records, including sacramental registers, when leaving the parish or transferring to another assignment.

Clustered Parishes and Missions

When a Pastor is assigned to more than one parish or a parish with a mission, each entity should have its own set of sacramental registers.

Merged Parishes

If two or more parishes merge and create a new parish, a new set of registers for the merged parish will be opened. The sacramental registers of the original parishes will remain in the new parish. The seal(s) from the original parishes should be destroyed.

Certificates produced from a merged parish after the date of merger must have the seal of the new parish and the words “the records of parish A are now in the custody of parish B;” “A” being the original parish, “B” being the name of the “new/merged” parish.

To issue certificates from these registers, use the name of the parish at the time when the person received the sacrament, not the name of the merged parish unless the person received the sacrament in the merged parish.

Records of Closed/Suppressed Parishes, Missions, or Catholic Institutions

In the event of closure or suppression, the parish, mission, or Catholic institution will give their registers, and all other parochial records, to diocesan archives to determine appropriate retention and disposition.

After noting the closure/suppression after the last entry in the register and making any necessary copies, the archivist will send the registers to the parish that assumed the territory of the closed parish or mission for future issuance of sacrament certificates. All future sacraments are recorded in the territorial parish registers.

Inventories of Registers

Canon Law requires that parishes and missions periodically prepare inventories of sacramental registers and send copies of their inventories to the diocesan archives (Canon 491 § 1). This task should be conducted before the assignment of a new Pastor to a parish. See Sample Inventory of Sacramental Registers on pages 9 and 10.

Sample Inventory of Sacramental Registers

Parish: _____

Deanery: _____ Date of Visit: _____

Dean: _____

BAPTISM

<input type="checkbox"/> True <input type="checkbox"/> False	The Baptismal Register entries are current and up-to-date.
<input type="checkbox"/> True <input type="checkbox"/> False	The Baptismal Register entries are legible, printed in black ink, and included in the index.
<input type="checkbox"/> True <input type="checkbox"/> False	Notations indicating a person's canonical status are recorded (e.g., Confirmation, Marriage, Religious Profession, change of rite, etc.).
<input type="checkbox"/> True <input type="checkbox"/> False	The parish seal creates a clean imprint and is in working order.
<input type="checkbox"/> True <input type="checkbox"/> False	The Baptism certificates and Profession of Faith certificates include the name and address of the parish and the words "Roman Catholic Church" Or, "was baptized according to the Rite of the Roman Catholic Church."

Notes:

COMMUNION, CONFIRMATION, DEATH

<input type="checkbox"/> True <input type="checkbox"/> False	Communion Register entries are current and up-to-date.
<input type="checkbox"/> True <input type="checkbox"/> False	Communion Register entries are legible, printed in black ink, and included in the index.
<input type="checkbox"/> True <input type="checkbox"/> False	Confirmation Register entries are current and up-to-date.
<input type="checkbox"/> True <input type="checkbox"/> False	Confirmation Register entries are legible, printed in black ink, and included in the index.
<input type="checkbox"/> True <input type="checkbox"/> False	Confirmation Register entries list the place of Baptism.
<input type="checkbox"/> True <input type="checkbox"/> False	A survey of the last Confirmation class indicates that those baptized at the same church have had the Confirmation information noted in the Baptismal Register and that notices appear to have been sent to the other churches of Baptism.
<input type="checkbox"/> True <input type="checkbox"/> False	Death Register entries are current and up-to-date.
<input type="checkbox"/> True <input type="checkbox"/> False	Death Register entries are legible, printed in black ink, and included in the index.

Notes:

MARRIAGE

<input type="checkbox"/> True <input type="checkbox"/> False	The permanent Marriage preparation file contains: recently dated baptismal certificates for Catholics, photocopies of baptismal records for non-Catholics, decrees of nullity as applicable, photocopies of death certificates, civil marriage certificates in cases of validations, and civil marriage licenses.
<input type="checkbox"/> True <input type="checkbox"/> False	The permanent Marriage preparation file contains a signed “Turn-Around” document indicating that the wedding was noted in the church records of Catholic Baptism.
<input type="checkbox"/> True <input type="checkbox"/> False	There are notice forms in the Marriage preparation file that should have been returned to the county issuing the marriage license.
<input type="checkbox"/> True <input type="checkbox"/> False	The prenuptial papers are on file and in order in comparison to the entries in the Marriage Register.
<input type="checkbox"/> True <input type="checkbox"/> False	Marriage Register entries are current and up-to-date.
<input type="checkbox"/> True <input type="checkbox"/> False	Marriage Register entries list the place of Baptism.
<input type="checkbox"/> True <input type="checkbox"/> False	The last column carries notations (e.g., Convalidation, Sanation, dispensations, declarations) as applicable, including jurisdiction and case/protocol numbers.
<input type="checkbox"/> True <input type="checkbox"/> False	A sampling of the Marriage cases for the past two years indicates that mixed Marriages have been issued mixed religion permissions, or disparity of worship dispensations, as applicable.
<input type="checkbox"/> True <input type="checkbox"/> False	There is an indication that if a Marriage took place after a declaration of nullity or the death of a former spouse, it is properly noted.
<input type="checkbox"/> True <input type="checkbox"/> False	A survey of recent Marriages indicates that those baptized at the same church have had the Marriage information noted in the Baptismal Register, including notations from the Marriage Register.
<input type="checkbox"/> True <input type="checkbox"/> False	All Marriages are indexed as groom-bride and as bride-groom.

Notes:

MAINTENANCE AND STORAGE

<input type="checkbox"/> True <input type="checkbox"/> False	The registers are kept in locked, fireproof storage.
<input type="checkbox"/> True <input type="checkbox"/> False	Permanent Marriage preparation files are kept in locked, fireproof storage.
<input type="checkbox"/> True <input type="checkbox"/> False	The Pastor reviews the sacramental registers annually.
<input type="checkbox"/> True <input type="checkbox"/> False	The registers are in good condition (do not need repair).

Notes:

Norms for Recording Sacraments in Registers

All entries are to be printed legibly. Do not use cursive writing. Use fade-proof, waterproof, acid-free permanent black ink with the following considerations:

- Roller-ball pens and pens made with India ink (usually found in cartridges) are best.
- Felt-tip pens, ball point pens, and pencils are not acceptable.
- Avoid using a fine-point pen (as they make micro-filing difficult); a medium-point pen is best.

Data Entries in Registers

On the first page of each register, enter the name of the parish, city, date-span of the register, the sacrament(s), and book number if there is one (e.g., Baptism Book 3 or Baptism Book III).

Sacraments are to be recorded in sacramental registers as soon as possible after the event. The recorder should be left without interruption to record the sacraments.

Only the data required by canon law and otherwise necessary for the complete and accurate maintenance of sacramental records are to be entered into the sacramental registers. No other material should be written in sacramental registers (e.g., civil records, correspondence, etc.). These materials may be retained in a separate file and notation in the sacramental register marked “See Sacramental Records File.”

Sacraments are to be recorded in chronological order. If this is not possible, a small note should be made in the proper chronological location in the register, cross-referencing the actual entry, e.g., “see SMITH, page 17).

When many entries are made at the same time, the entries will be put in alphabetical order (by last name).

Every entry is to be listed in the register’s index, according to the person’s last name. If a person’s name is legally changed (e.g., in the case of an adoption), make certain that the index has the new name listed as well.

Styles for Names and Dates

Data in registers must be verified by parents/guardians, and a birth certificate or live birth record issued from the hospital should be requested. Inability to produce a birth certificate should not be cause for denial or delay of Baptism.

The last name of the entry should be printed in upper case letters (e.g., JONES). Names should be entered:

LAST, First Middle

The full name of the month or abbreviation should be written, not just the number of the month, for example: 1 Apr. 2022 or April 1, 2022. Month abbreviations are as follows:

Jan. = January
Feb. = February
Mar. = March
Apr. = April

May = May
June = June
July = July
Aug. = August

Sept. = September
Oct. = October
Nov. = November
Dec. = December

Columns

Each page of the register has several columns, and each column is titled. Enter the data in the proper columns. At least the Baptismal Register will have a column titled “Remarks,” “Notations,” or something similar. There are many references to this column, referred to as “Notations” throughout this document.

If there is inadequate space for all the data to be entered, the excess data may be entered elsewhere on the same page (ideally, the next line). If this is not possible, the data may be entered on a different page of the register, so long as clear cross-referencing is made (e.g., “See SMITH, bottom of page 12).

Minister’s Name and Delegation

The name of the clergy who ministered the sacrament is to be clearly printed in the register entry.

The actual minister of the sacrament does not need to sign the register if the person making the entry personally witnessed the event or has available a document (e.g., sacramental record information form) signed/verified by the minister. In these cases, the name of the minister is printed in the register. Pastors are to verify that sacraments are recorded on a regular basis (at least annually).

If a Pastor delegates the minister for a Marriage to another clergy (e.g., deacon or visiting priest), then that delegation must be noted in the Marriage Register.

Minister/Celebrant	Approved Abbreviation
Transitional Deacon	Rev. Mr.
Permanent Deacon	Deacon
Priest	Rev.
Bishop	Most. Rev.
Episcopal Vicar	Very Rev.
Monsignor	Msgr.

Indexes

Every register has an index, to make finding records easier. Each record is to be listed in the index by LAST NAME, First Name, page number, and line number.

For example: (under S) SMITH, Michael James Page 6, Line 2

In the Marriage Register, the record is added to the index twice, once as:

Husband’s LAST NAME – Wife’s MAIDEN NAME with page number and line number

Wife’s MAIDEN NAME – Husband’s LAST NAME with page number and line number

For example: (under S) SMITH-JONES Page 12, Line 5

and (under J) JONES-SMITH Page 12, Line 5

Changes and Corrections

Once entered into a sacramental register, the data is considered official and permanent. Changes may not be made except under special conditions, as detailed below. Original data must never be scratched out, erased, “whited out,” or otherwise destroyed.

Once corrections are made in the registers, only the correct data is to be transcribed onto certificates (e.g., adoptive parents on baptismal certificate).

Non-Permitted changes

Some non-permitted changes include:

- Godparent/sponsor (e.g., because the person has died or has fallen out of favor or is considered no longer suitable).
- Non-adoptive stepparents.
- Name (if not legally changed).
- Removal of birth parents from the register after adoption.
- Sex.

Minor Changes

Some permitted changes include:

- A corrected name, date, spelling.
- A new legal name (add to index).
- Adoptive parents.

Minor changes may be made directly to the original entry. Such changes are to be made by drawing a straight, simple line through the word, number, or letter to be changed (with a ruler) and by printing the change immediately above or below it.

Minor changes may be corrected upon request by those persons who have a right to obtain a certificate.

Major Changes

Major changes (e.g., to record an adoption after Baptism) may require that a new entry be created. In these cases, the original entry is to indicate the change. A new, clean entry with the adoptive data is to be made in the same register as close to the original entry as possible. Both entries, as well as listings in the index, are to be cross-referenced. “Do No Issue Certificate from This Record” is to be printed clearly in the “Notations” section.

Major changes require authentic supporting documentation. Such documentation will ordinarily consist of an original document with a raised seal and this documentation should be indicated in the “Notations” section, e.g., issuing agency, date of certificate, any protocol number, or written testimony of a reputable witness. A copy of this documentation should be kept in the sacramental records and retained with the sacramental registers.

Legal Changes noted in Baptismal Register

Name Changes

In order to change the name of any individual, documentation of the finalized civil action indicating such must be submitted to the parish. The new name is to be added to the index with the page and line number of the entry.

In the instance of a legal change of name (where no adoption has taken place), the name in the Baptismal Register is not changed (as it reflects what occurred at the time of Baptism, and at that time, the individual's name was the birth name). A notation is to be made (in the notations column at far right), indicating the legal name change and civil action.

In the case of adoptions, for instance, if a mother (re)marries and her husband formally adopts her child, the name of the child on any later issued certificate would have the child's adoptive name. In such a case, an appropriate notation for the Baptismal Register could read: "adopted by (name of adoptive father) at (place/court) on (date). Name legally changed." A new clean record could be made in the Baptismal Register for future reference. See pages 54-55 for examples. The sponsors may be omitted, if requested by the parents.

Change of Sex (surgical or legal)

In the instance of a legal change of sex, the sex noted in the Baptismal Register is not to be changed.

Certificates are to reflect the name in the Baptismal Register with a notation of the legal name change; the names of the parents and of course, the sex, remain the same.

If a Baptism certificate is issued for vocational purposes, the certificate should make clear the sex of the person at the time of Baptism by using the Baptismal name (e.g., "Anthony Jones" baptized as "Mary Smith," or using "son of" or "daughter of," in place of "Child of").

Other Corrections

Incomplete Sacramental Registers

In cases where documentation is found to complete a sacramental record, it must be entered in the register to provide complete documentation.

Systematic/Consistent Errors in Sacramental Registers

When errors are found in sacramental registers, either in the specific register or the notations thereof, corrections must be made in the register(s), going back as far as possible.

Sacraments not Recorded (in whole or in part)

In cases where sacraments have not been recorded for a period of time, either by entry into a register, use of the index, or providing notation, it is the duty of the parish to enter these records, going back as far as possible.

Missing Records

Sometimes, when a certificate is requested, the parish cannot find the record. If there is any possibility that the sacrament may have been conferred in some other parish in the diocese, the inquirer should be directed to that other parish.

However, if the Pastor of the parish in which the record is missing from the register decides to make an entry in the sacramental register, Canons 876 and 1573 must be applied.

Omitted records may be entered after documentation is provided. An affidavit from a person who was present at the sacrament can be used. See sample affidavits on pages 17-20. Photographs are also useful, as are parish bulletins.

Only those data which can be vouched for with certainty should be entered in the register, even though such may create an incomplete entry. The name of the witness or witnesses, the date of his or her testimony, and the words “Based on the testimony of _____” should be printed in the “Notations” column of the register.

Supporting Documentation

Supporting documents should be kept in a separate file labelled “Sacramental Records” and retained with the sacramental registers. This includes both civil and ecclesial documents. The papers should be referenced in the Baptismal Register’s “Notations” column.

Sample Affidavit for Missing Records: Baptism

Affidavit for Baptism

TESTIMONY ON BEHALF OF: _____

Name of Person giving testimony: _____
Address: _____
City: _____ State: _____ Zip: _____
How long have you known the person whose name appears above? _____
Relationship: _____

Has this person been Baptized in the Catholic Church? Yes No

Has this person been Baptized in a Christian Church? Yes No

If yes, name of Church: _____

Has this person been Baptized in an emergency at home or hospital? Yes No

If yes, name the location: _____

Date of Baptism: _____

Name of Parish: _____

City: _____ State: _____ Country: _____

Name of Godparents: 1) _____ 2) _____

Celebrant of the Baptism: _____

Were you present at the Baptism? Yes No

Do you swear to and affirm the truth of the above statements? Yes No

Signature of Witness: _____

Date: _____

Signature of Clergyman: (*Parish Seal*) _____

Parish Name and Address: _____

Date: _____

Sample Affidavit for Missing Records: First Holy Communion

Affidavit for First Holy Communion

TESTIMONY ON BEHALF OF: _____

Name of Person giving testimony: _____
Address: _____
City: _____ State: _____ Zip: _____
How long have you known the person whose name appears above? _____
Relationship: _____

Has this person received First Holy Communion in the Catholic Church? Yes No

Were you present? Yes No

Date of First Holy Communion: _____

Name of Parish: _____

City: _____ State: _____ Country: _____

Priest who officiated at First Holy Communion: _____

Do you swear to and affirm the truth of the above statements? Yes No

Signature of Witness: _____

Date: _____

Signature of Clergyman: (*Parish Seal*) _____

Parish Name and Address: _____

Date: _____

Sample Affidavit for Missing Records: Confirmation

Affidavit for Confirmation

TESTIMONY ON BEHALF OF: _____

Name of Person giving testimony: _____
Address: _____
City: _____ State: _____ Zip: _____
How long have you known the person whose name appears above? _____
Relationship: _____

Has this person been Confirmed in the Catholic Church? Yes No

Was this person Confirmed in an emergency (e.g., at a hospital)? Yes No

If yes, name of location: _____

Date of Confirmation: _____

Name of Parish: _____

City: _____ State: _____ Country: _____

Name of Sponsor: _____

Celebrant of the Confirmation: _____

Do you swear to and affirm the truth of the above statements? Yes No

Were you present for the Confirmation? Yes No

Signature of Witness: _____

Date: _____

Signature of Clergyman: (*Parish Seal*) _____

Parish Name and Address: _____

Date: _____

Sample Affidavit for Missing Records: Marriage

Affidavit for Marriage

TESTIMONY ON BEHALF OF: _____

Name of Person giving testimony: _____
Address: _____
City: _____ State: _____ Zip: _____
How long have you known the person whose name appears above? _____
Relationship: _____

Has this person been Married in the Catholic Church? Yes No

Has this person been Married outside the Catholic Church with the permission of the Church?
 Yes No

Has this person been married outside the Catholic Church without the permission of the Church?
 Yes No

Were you present? Yes No

Date of Wedding: _____

Location: _____

City: _____ State: _____ Country: _____

Celebrant: _____

Do you swear to and affirm the truth of the above statements? Yes No

Signature of Witness: _____

Date: _____

Signature of Clergyman: (*Parish Seal*) _____

Parish Name and Address: _____

Date: _____

- Yes, I have supplied a civil marriage certificate (please attach).
Note: dispensations are kept with the diocese.

Care for Sacramental and Ritual Registers

Storage

All sacramental registers and Marriage preparation files are to be kept in locked and fireproof/fire-resistant storage. They may be accessed only by authorized personnel and only for legitimate purposes.

The registers are never to be taken off the parish premises and must be stored properly every night.

How to Maintain Registers

There are a number of ways to help preserve and protect registers:

- Keep registers away from food and drink.
- Have the registers open only when working on a page.
- Do not keep loose pieces of paper in the registers; extra paper will damage the binding.
- Do not use “post-it” type notes to update registers.
- Do not repair any rips or tears in the paper with scotch tape; use archival type only.
- Do not use white-out for errors; use an archival pen to cross out errors with one line (use a ruler or straight edge).
- Do not clip notes to the registers with paperclips or staples.
 - If staples, paperclips, post-it notes or other added pieces are present in the register and can be removed safely without causing further damage, do try to remove these items. Leave anything that is glued in. To remove a staple, do not use a staple remover, but turn the page over and lift the ends of the staples then pull it out from the front side.
- Watch for loose pages, signs of mold, or insect damage; contact the Diocesan Archivist if damage is detected.
- Keep registers in a temperature-controlled environment (ideally 68 degrees Fahrenheit and 40% relative humidity); avoid extreme fluctuations in temperatures and direct sunlight.
- Registers are to be kept in a lockable fire-proof safe or cabinet.
 - It is best to use a “one hour rated” model. Fireproof safes or cabinets with higher ratings tend to be too humid for long-term storage of paper.
 - It is best for registers to be stored flat, with no more than three or four registers in a stack. The larger registers should be on bottom of the stack. If registers cannot be stored flat, then store them spine side down. Insert a piece of paper in the front of the register, sticking up, with the name of the register and the dates, so that the register does not need to be moved to see what information it contains.

Water Damage

Water/liquid damage is the most likely severe damage a register could suffer.

If the book is damp or partially wet, stand the book upright on its bottom or top edge (with the wettest side down), with the covers open at a 90-degree angle. If the books won't stand up, lay them flat open, and use clean, white paper towels to absorb as much water as possible by blotting. Do not scrub the pages or covers to get out more water. Air dry them in a room with low humidity and good air circulation. Do not use a fan.

If the book is very wet: close it, wrap the book in wax paper, and place it spine down (making sure the covers are supported) in a freezer. A book must be placed in the freezer within 48 hours of getting wet.

Freezing stabilizes the book: mold growth will be stopped, ink will not run, and dye transfer and swelling will be reduced. Contact the Diocesan Archivist for emergency damage recovery.

Repairing Registers

Damaged sacramental registers are to be sent to Diocesan Archives at the Chancery for repair.

Retiring Sacramental Records and Registers

All sacramental registers with the last entry of 50 years or more may be retired by sending them to the Diocesan Archives at the Chancery for storage. Digital copies will be made and sent back to the parish of record for future reference.

Marriage Files 50 years or older may be sent to the Diocesan Archives for proper storage.

Sacrament Certificates

Authenticity of Certificates

A certificate is an official document certifying that a particular individual has received a sacrament. A certificate is an exact duplicate of data found in a sacramental register. See samples on pages 24-30.

Certificates of sacraments are intended for internal church use, not for civil purposes. Some data may be entered based on the word of another person (e.g., the date of birth of a child). Therefore, the certificate repeats that data but does not certify it as true.

A certificate must not be issued until all information for the sacramental register is compiled. Ideally, certificates are not issued until the sacrament is recorded in the register. Certificates, however, may be issued at the time of sacrament celebration so long as the data has been verified and reception of the sacrament has been witnessed to have occurred.

Only the baptismal parish or other location holding the original sacramental record may issue a certificate. Only the actual registry information should be used in preparing certificates.

Parish Seal

Every parish must have a seal. The name of the parish and the city in which the parish is located is enough to make a seal unique. If the parish wishes to add other “artwork” to the seal, that is permitted. If a seal begins to lose its imprint, another seal can be ordered from any reliable company that manufactures embossers.

All certificates must bear the parish seal embossed over top of the signature.

Every certificate must:

- Be legible (preferably typewritten).
- Be accurate and complete (blanks in the sacramental register are to be filled-in as “not given” on the certificate); there are to be no blanks on the certificate.
- Include all necessary sacramental register information.
- Bear the name and address of the parish.
- Include the date issued.

- Be signed by the Pastor.
- Be embossed with the official parish seal on top of the signature (verifying the original signature).

On the Baptism/Profession of Faith certificate, include the sex (even if the certificate does not have a pre-defined space for sex). On the reverse side, indicate if there are no notations by marking “No Notations” in the appropriate space provided. Include all notations (except those which are marked confidential or which are extraneous to the person’s canonical status, e.g., delegations):

- First Communion (if available).
- Confirmation.
- Marriage(s) or Convalidation(s).
- Profession of Vows.
- Holy Orders.
- Notations of a Declaration of Nullity and restrictions on future marriages, of a laicization from the Diaconate or Priesthood, and of dispensation from vows are also be entered when formally requested by authorized officials.

Information Withheld on Certificates

Data which is not to be included on certificates are to be clearly marked as such in the register, e.g., Confidential – do not include on certificate: ...” The provisions of Canon 535§2 are to be observed.

“Recently Issued Baptism Certificates”

Baptism certificates are issued later in life for Adult Confirmation, Marriage, Religious Vows, or Holy Orders. These certificates are to be issued within six months of the Rite to be celebrated. In the Diocese of Arlington, those age 16 and older are normally sent to the diocesan celebration of Adult Confirmation, unless delegation is granted to the Pastor by the Bishop.

Recently issued Baptism certificates are not required but are suggested for parish First Communion and Confirmation celebrations of those who are 15 years of age or younger.

Norms for Certificates

Certificates should have an official appearance and should be issued in a consistent format. Certificates may be purchased from vendors, or they may be produced in-house.

Photocopied, faxed, or emailed certificates are not considered authentic documents.

A person requesting his or her own certificate, a parent or guardian requesting a minor child’s certificate, a Catholic Tribunal, or another parish requesting a certificate should receive it free of charge.

Charging Fees for Sacrament Records/Certificates

Sacramental register information or certificates may be requested in writing, by telephone or electronically. A sample Sacramental Certificate Request Form is provided on page 31.

Parishes may not charge a fee for sacrament records/certificates issued for sacramental purposes. Genealogists may be charged for records/certificates and/or services.

Sample Certificate: Baptism (Front)

CERTIFICATE OF BAPTISM

NAME OF THE CATHOLIC CHURCH

Street Address

City, State, Zip Code

This is to certify

That: _____ sex: _____

child of _____

and _____

born in _____

(City) _____ (State) _____

on the _____ day of the month of _____ in the year _____ of our Lord

was BAPTIZED

according to the Rite of the Roman Catholic Church

by: _____

the Sponsors being: _____

and _____

as recorded in the Baptismal Register of this Church.

Dated: _____

Signed and Sealed by the Pastor: _____

Sample Certificate: Baptism (Back, for Notations)

(Back of Baptism Certificate)

NOTATIONS

HOLY COMMUNION:

Date: _____

Church: _____

Place: _____

CONFIRMATION:

Date: _____

Church: _____

Place: _____

MARRIAGE(S):

Spouse: _____

Date: _____

Church: _____

Place: _____

HOLY ORDERS:

Degree: _____

Date: _____

Church: _____

Place: _____

RELIGIOUS PROFESSION:

Date: _____

Church: _____

Place: _____

Sample Certificate: Profession of Faith (Front)

CERTIFICATE OF PROFESSION OF FAITH

NAME OF THE CATHOLIC CHURCH

Street Address

City, State, Zip Code

This is to certify

That: _____ sex: _____

child of _____

and _____

born in _____

(City) _____ (State) _____

on the _____ day of the month of _____ in the year _____ of our Lord

was BAPTIZED according to the Rite of the Roman Catholic Church

in the ecclesial community of: _____

by: _____

Sponsors being: _____

and made a PROFESSION OF FAITH

and was received into the Catholic Church

by: _____

on the _____ day of the month of _____ in the year _____ of our Lord

the Catholic Sponsor being: _____

as recorded in the Baptismal Register of this Church.

Dated: _____

Signed and Sealed by the Pastor: _____

Sample Certificate: Profession of Faith (Back, for Notations)

NOTATIONS

HOLY COMMUNION:

Date: _____

Church: _____

Place: _____

CONFIRMATION:

Date: _____

Church: _____

Place: _____

MARRIAGE(S):

Spouse: _____

Date: _____

Church: _____

Place: _____

HOLY ORDERS:

Degree: _____

Date: _____

Church: _____

Place: _____

RELIGIOUS PROFESSION:

Date: _____

Church: _____

Place: _____

Sample Certificate: First Communion

CERTIFICATE OF FIRST COMMUNION

NAME OF THE CATHOLIC CHURCH

Street Address

City, State, Zip Code

This is to certify

That: _____

child of _____

and _____

baptized on _____

in the Church of _____

(City) _____ (State) _____

received FIRST HOLY COMMUNION

in the Church of _____

(City) _____ (State) _____

on the ____ day of the month of _____ in the year _____ of our Lord

as recorded in the Communion Register of this Church.

Dated: _____

Signed and Sealed by the Pastor: _____

Sample Certificate: Confirmation

CERTIFICATE OF CONFIRMATION

NAME OF THE CATHOLIC CHURCH

Street Address

City, State, Zip Code

This is to certify

That: _____

child of _____

and _____

baptized on _____

in the Church of _____

(City) _____ (State) _____

received the SACRAMENT OF CONFIRMATION

in the Church of _____

(City) _____ (State) _____

on the ____ day of the month of _____ in the year _____ of our Lord

having taken the Confirmation Name _____

the Sponsor being: _____

the Celebrant being: _____

as recorded in the Confirmation Register of this Church.

Dated: _____

Signed and Sealed by the Pastor: _____

Sample Certificate: Marriage

CERTIFICATE OF MARRIAGE

NAME OF THE CATHOLIC CHURCH

Street Address

City, State, Zip Code

This is to certify

That: _____

and: _____

were SACRAMENTALLY MARRIED

in the Church of _____

(City) _____ (State) _____

on the ____ day of the month of _____ in the year _____ of our Lord

according to the Rite of the Roman Catholic Church

and in conformity with the laws

of the State of _____

Officiant: _____

Witnesses: _____

and: _____

as recorded in the Marriage Register of this Church.

Dated: _____

Signed and Sealed by the Pastor: _____

Sample Sacramental Certificate Request Form

Name of Church Here

Certificates will only be issued to the individual named on the certificate, the parent or guardian of a minor child, or a requesting parish.

Please Print Clearly:

Full name at time of Baptism: _____

Father's Full Name: _____

Mother's Full Maiden Name: _____

Date of Birth _____

Age at Baptism: _____ Date of Baptism: _____

Age at Profession of Faith: _____ Date of Profession of Faith: _____

Name of Priest/Deacon who officiated: _____

Godfather/Christian Witness: _____

Godmother/Christian Witness: _____

Holy Communion _____

Church City/State Date

Confirmation _____

Church City/State Date

Marriage: _____

Church City/ State Date

Name of Spouse: _____

- Requesting:
- Baptism certificate or Profession of Faith certificate with Notations
 - First Communion certificate
 - Confirmation certificate
 - Marriage certificate

Person requesting certificate: _____ Telephone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

I am requesting my own certificate, or that of my minor child. Yes No

Signature: _____ Date: _____

Reason for Request: Sacramental Annulment Civil purpose Other: _____

I understand that the information on this certificate is private and the property of the Diocese of Arlington. It cannot be used for public or commercial reasons without the expressed written permission of the Bishop.

To be valid, certificates must be mailed to you; they cannot be emailed or faxed. Please return request with a stamped, self-addressed #10 (business size) envelope to: **Church Name Here Address, Phone number.**

Infant Baptism

- Children below the age of reason, who are age 6 and younger, receive Infant Baptism.
- Those ages 7 and older receive Adult Baptism. (See OCIA.)
- There must be a founded hope that the infant will be brought up in the Catholic religion; if such hope is altogether lacking, the Baptism is to be delayed according to the prescripts of particular law after the parents have been advised about the reason (Canon 868 §2).
- Persons who lack the use of reason are to be baptized provided at least one parent or guardian consents to it.
- Parents may choose sponsors for Baptism following the regulations outlined in Canon Law (Canon 872-874).

Presenting Children for Baptism

Parents requesting Baptism for their newborn child may contact the parish before the child is born. It is recommended that any required Baptism classes (per the Pastor) be completed before the infant is born.

Children presented for Baptism by persons of the same sex

In the case of children who are raised in homes by two persons of the same sex, contact the Chancellor.

Sponsors, Godparents, Christian Witnesses, and Proxies

A sponsor helps the baptized person to lead a Christian life in keeping with Baptism and to fulfill the obligations inherent in the community of the Church.

It is preferred to have a Catholic godfather and a Catholic godmother; however, one may have a Catholic godparent and a Christian witness (so long as the godparent and Christian witness are of the opposite sex). A baptized person who belongs to a non-Catholic ecclesial community is not to participate except together with a Catholic sponsor and then only as a Christian witness of the Baptism. A baptized Eastern Orthodox person is properly a godparent rather than a Christian witness.

No more than two godparents may be entered in the “Godparents” or “Sponsors” column.

To be a godparent (or sponsor), a person must:

- Be designated by the candidate or the parents/guardians if the candidate is a minor, or in their absence by the Pastor.
- Be a Catholic who has received the Sacraments of Baptism, Eucharist, Confirmation.
- If married, have a valid Catholic Marriage.
- Be a practicing Catholic, verified by a sponsor certificate issued by their home parish, or an affidavit signed by the sponsor and a priest.
- Understand the responsibilities of being a sponsor and have the intention of fulfilling them,
- Be age 16 or older unless the Diocesan Bishop has established another age or the Pastor has granted an exception for a just cause.
- Not be bound by any canonical penalty legitimately imposed or declared.
- Not be the father or mother of the one to be baptized.

Every sponsor and/or godparent and/or proxy must provide a sponsor certificate signed by their home Pastor, or provide a signed affidavit of their qualifications. See samples on pages 35-36.

If the sponsor/godparent cannot be present for the celebration of the sacrament, a proxy may stand in their place.

The proxy must fulfill the same requirements of a sponsor/godparent (above).

- Parents may not act as a proxy for a sponsor or godparent at the celebration of the Baptism of their child.
- Parents may serve as a proxy for a sponsor at the celebration of the Confirmation of their child.
- The Proxy must provide a sponsor certificate, signed by their home Pastor, or a signed affidavit attesting to their qualifications.

Sample Baptism Sponsor/Proxy Affidavit

I, _____ will be the Sponsor/Proxy

for the Baptism of _____ (Person to be baptized)

at _____ (Church name)

in _____ (City), _____ (State).

According to Diocesan regulations and Canon Law, I meet the following qualifications:

- I am a practicing Catholic who has received the Sacraments of Baptism, Penance, Eucharist, Confirmation.
- If I am married, my (present) marriage is a valid Catholic marriage.
- As a practicing Catholic, I will receive Communion at the Mass.
- I am at least 16 years old.
- I am not the mother or father of the candidate.
- I have every intention of fulfilling my role as Sponsor or Proxy.

I am serving as:

- Sponsor.
- Proxy (must not be the parent).

I am an active registered member of _____ Catholic Church in _____ (City and State). In accepting the role as Sponsor or Proxy, I hereby testify that I meet all the requirements to be a Sponsor or Proxy.

Sponsor/Proxy Signature

Date:

Priest's Signature (and seal)

Date:

Sample Confirmation Sponsor/Proxy Affidavit

I, _____ will be the Sponsor/Proxy
for the Confirmation of _____ (Confirmation Candidate)
at _____ (Church name)
in _____ (City), _____ (State).

According to Diocesan regulations and Canon Law, I meet the following qualifications:

- I am a practicing Catholic who has received the Sacraments of Baptism, Penance, Eucharist, Confirmation.
- If I am married, my (present) marriage is a valid Catholic marriage.
- As a practicing Catholic, I will receive Communion at the Mass.
- I am at least 16 years old.
- I am not the mother or father of the candidate.
- I have every intention of fulfilling my role as Sponsor or Proxy.

I am serving as:

- Sponsor.
- Proxy (may be the parent).

I am an active registered member of _____ Catholic Church
in _____ (City and State). In accepting the
role as Sponsor or Proxy, I hereby testify that I meet all the requirements to be a Sponsor or Proxy.

Sponsor/Proxy Signature
Date:

Priest's Signature (and seal)
Date:

Minister or Celebrant

A priest or a deacon is the ordinary celebrant of Baptism. However, in the case of an emergency, any person who intends to do what the Church intends can baptize another person by pouring water on the candidate's head three times while saying the form, "[Name], I baptize you in the Name of the Father (pour), and of the Son (pour), and of the Holy Spirit (pour). Amen."

In case of an emergency Baptism, note the minister of the sacrament (often a parent). If a priest is the minister of an emergency Baptism, he may also confer Confirmation, in danger of death.

In cases of emergency, the home parish is to be notified of the Baptism so that the sacrament may be recorded and so that the rites may be supplied.

The Baptism is recorded in the parish of jurisdiction (e.g., in which the hospital or residence is located). If rites are later supplied at the home parish, the record may also be made in the home parish Baptismal Register with notation of the original record at the parish of jurisdiction.

When a child from outside the parish boundaries is to be baptized in your parish, then delegation must be granted from the Pastor of the boundary parish, for permission to baptize. This delegation for the minister to baptize should be notated in the Baptismal Register.

In all cases when delegation is granted to the minister or celebrant of a sacrament, notation must be made in the sacramental register, using the wording in the letter of delegation.

Scheduling Baptism

All paperwork must be received before scheduling a Baptism. This paperwork includes:

- A birth certificate or live birth record of the person to be baptized should be provided by the parents/guardian of an infant. A birth certificate is required for anyone age 7 or older.
- Baptismal Register Information, verified by the catechumen (if an adult) or the parent/guardian if the catechumen is a minor.
- Sponsor/Godparent/Proxy certificate(s) or affidavits.
- Any permission from the home Pastor to baptize a child outside the parish boundaries should be sought.
- Proof of Baptism Class (if required by Pastor).

Suggested Procedure for Recording Baptism

- The Baptism is recorded in the parish Baptismal Register of the Church where the sacrament was celebrated, or in the parish of jurisdiction (e.g., in case of an emergency).
- The information on the Baptismal Register Information Form (see sample, page 39) is to be verified by the parents of the child or by the adult to be baptized before the Baptism occurs.
- The fact of the Baptism is verified by the celebrant, normally by a signed record of the Baptism. The celebrant may sign the Baptismal Register as a means of verifying that the sacraments they have celebrated have been recorded.
- Clear indication of special circumstances must be made, including:
 - Conditional Baptism.
 - Profession of Faith.
 - Emergency Baptism (with or without emergency Confirmation).
 - Supplying the Rite of Baptism.

- Ritual ascription (see Canons 111, 112).
- Any notation to be made in the Baptismal Register (e.g., Marriage notation for an adult received into the Church).

Information for Baptismal Register

An entry in the Baptismal Register should include the following information (Canon 877):

Name of Baptized: LAST, First Middle

This is to be the Christian name(s) of the baptized as designated by the parent(s)/adoptive parent(s); or the legal name of the adult (always include the maiden name of a woman).

For example, SMITH, John Albert, or DOE, Mary Anne

If Mary Anne is married at the time of Baptism, then:(DOE) SMITH, Mary Anne

Place and Date of Birth: Date, City, State, and Sex

For example, Fairfax, VA, 1 May 2022 Male

Date of Baptism: Date, e.g., 2 May 2022

Parents: Father's Full Name, Mother's Full Maiden Name (or names of adoptive parents using the same format)

Sponsor(s)/Witness Full Names: First and Last Name

Indicate if one is a Christian witness, e.g., Mary Edwards (Christian Witness).

If a proxy is present, after the sponsor's name add, Proxy: First and Last Name, e.g., John Smith, Proxy: James Smith.

Name of the Minister: (include any delegation)

Date of Confirmation: leave blank if not yet Confirmed

Notations: as needed (see below)

Be sure to add the newly baptized to the index, including the page number and line number, e.g., SMITH, John Page # Line #.

Add the Baptism to the parish records (and all places the sacraments are recorded, including electronic records). Verify the parish electronic records are current and up to date. A new parish registration may need to be created for the family.

A certificate of Baptism should be issued to the baptized or parents of the baptized child. Parents should be informed that the parish where their child is baptized will be the parish of record. On the back of the certificate, be sure to indicate "No Notations" on the remaining sacraments not yet received. See page 25.

It is also good practice to indicate the names of the newly baptized in the parish bulletin, and for a copy to be kept in the parish archives.

Sample Baptismal Register Information Form

NAME OF BAPTIZED: _____

LAST

First

Middle

Date of Birth: _____ City/State of Birth: _____ Sex: _____

Date of Baptism: _____

Father's Full Name: _____

Father's Religion: _____

Mother's Full Maiden Name: _____

Mother's Religion: _____

Mailing Address: _____

Zip Code: _____

Father's Telephone #: _____ Mother's Telephone #: _____

Father's E-mail: _____

Mother's E-mail: _____

Godfather or Christian witness (male) _____

Godmother or Christian witness's Religion (female): _____

Proxy's Name & Religion (if applicable): _____

Note: One of your godparents must be Catholic. Proxy for: _____

Has the child been privately baptized (due to an emergency)? _____ Where? _____

- Yes, I am a registered parishioner (attach verified, up-to-date copy of parish registration).
- Yes, I have attached a certificate of live birth or a birth certificate (required if the child is age 7+).
- Yes, I have attached godparent/sponsor certificates or affidavits of both the godfather and godmother (or Christian witness, or proxy).

I verify this information to be accurate, and I consent to the Baptism: _____

Signature of baptized/parent/guardian

This section is to be completed by the celebrant and returned to the Recorder of Sacraments:

Celebrant: _____ Date: _____

Special Circumstances:

- Conditional Baptism
- Emergency Baptism (with / without Emergency Confirmation)
- Supplied the Rites of Baptism dated: _____ by: _____
- Ritual Ascription to: _____ (send notification)
- Adult Baptism – Age 7+ (with / without Communion; with / without Confirmation)
- Other Notations (e.g., Marriage, Death)

- Certificate sent
- Baptized added to family in parish database, including Baptism information

Sample Baptismal Register Entries

Sample Standard Baptismal Register Entry

Pg #				Left Page: B baptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 2005		Robert Smith	
		8 June 2005 Male				Mary Kent	

Right Page: R egister				Pg #			
Sponsors		Priest (Officiating Clergy)		Date of Confirmation		Notations (Record of Sacraments, Vows or Remarks)	
John Kent		Rev. William Divine					
Anne Kent							

Index: SMITH, Michael James Page #, Line #

Sample Baptism with Christian Witness

Pg # Left Page: Baptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
SMITH, Michael James	Arlington, VA	29 July 2005	Robert Smith
	8 June 2005 Male		Mary Kent

Right Page: Register			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine		
Anne Kent (Christian Witness)			

Index: SMITH, Michael James Page #, Line #

Sample Baptism with Proxy

Pg # Left Page: Baptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
SMITH, Michael James	Arlington, VA	29 July 2005	Robert Smith
	8 June 2005 Male		Mary Kent

Right Page: Register			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent Proxy: Peter Kent	Rev. William Divine		
Anne Kent			

Index: SMITH, Michael James Page #, Line #

Sample Baptism of Unbaptized Adult (Male, unmarried)

Pg # Left Page: B aptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
SMITH, Michael James	Arlington, VA	29 July 2022	Robert Smith
	8 June 1990 Male		Mary Kent

Right Page: R egister			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine	29 July 2022 St. John the Evangelist Warrenton, VA	Comm. 29 July 2022 St. John the Evangelist Warrenton, VA
Anne Kent			

Index: SMITH, Michael James Page #, Line #

Note: Enter First Communion and Confirmation in respective sacramental registers.

Sample Baptism of Unbaptized Adult (Female – Married/Legal Name Change before Baptism)

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name Mother's Maiden Name	
(SMITH) JONES, Sarah Anne		Arlington, VA		29 July 2022		Robert Smith	
		8 June 1990 Female				Mary Kent	

Right Page: R egister				Pg #			
Sponsors		Priest (Officiating Clergy)		Date of Confirmation		Notations (Record of Sacraments, Vows or Remarks)	
John Kent		Rev. William Divine		29 July 2022 St. Agnes Arlington, VA		Comm. 29 July 2022 St. Agnes, Arlington, VA	
Anne Kent						Married Michael Jones 1 Jan 2021 St. Mary, Alexandria, VA	

Index: SMITH, Sarah Anne Page #, Line # and JONES, Sarah Anne Page #, Line #

Note: Enter First Communion and Confirmation in respective sacramental registers.

Special Circumstances

Emergency Baptisms (with or without emergency Confirmation)

Children baptized in an emergency will have their Baptism recorded at the parish with jurisdiction (e.g., the parish within whose boundaries the hospital or residence is located).

The minister of the Baptism is to give a copy of the Record of Emergency Baptism or signed affidavit to the one who was baptized (or to the parents).

If the Ritual of Baptism is supplied at a later date (cf. 2002 Rite of Baptism for Children #21,1) the parish where the rites are supplied should notify the territorial parish where the Baptism occurred, so that a notation, including the date and place the ceremonies were supplied can be made in the entry in its Baptismal Register.

When the Ritual of Baptism is supplied at the home parish, the Baptism will be recorded at the home parish with the added notation regarding the emergency Baptism circumstances. The home parish will issue the Baptism certificate and become the parish of record.

Sample Emergency Baptism by Parent (Rite supplied, Home Parish same as Parish of Jurisdiction)

Pg #				Left Page: Baptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		8 Mar. 2005 INOVA Hosp. Fairfax, VA		Robert Smith	
		8 Mar. 2005 Male		Rites supplied 16 June 2005 Rev. Mark Abbot		Mary Kent	

Right Page: Register				Pg ##			
Sponsors		Priest (Officiating Clergy)		Date of Confirmation		Notations (Record of Sacraments, Vows or Remarks)	
		Robert Smith (Emergency Baptism by father)					

Index: SMITH, Michael James Page #, Line #

Sample Emergency Baptism and Confirmation (Home parish same as Parish of Jurisdiction)

Pg #				Left Page: Baptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		8 Mar. 2005 INOVA Hospital Fairfax, VA		Robert Smith	
		8 Mar. 2005 Male		Rites Supplied 16 June 2005 Rev. Peter Sanctus		Mary Kent	

Right Page: Register			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
	Rev. Peter Sanctus (Emergency Baptism and Confirmation)	8 Mar. 2005 INOVA Hospital Fairfax, VA	

Index: SMITH, Michael James Page #, Line #

Note: Confirmation must also be recorded in Confirmation Register.

Sample Emergency Baptism with Confirmation (Rites supplied later at Home Parish; Register of Home Parish)

Pg #				Left Page: Baptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		8 Mar. 2005 INOVA Hospital Fairfax, VA		Robert Smith	
		8 Mar. 2005 Male		Rites Supplied 21 June 2005 Rev. Mark Abbott		Mary Kent	

Right Page: Register			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
	Rev. William Divine Emerg. Bapt./Conf.	8 Mar. 2005 INOVA Hospital Fairfax, VA	Record at St. Veronica

Index: SMITH, Michael James Page #, Line #

Notification sent to territorial parish/parish of jurisdiction and also keep official record at home parish.

Conditional Baptism

By virtue of Canon 869 § 2, Baptisms in other faiths are presumed valid until the contrary is demonstrated. Therefore, only after careful investigations and positive doubt are conditional Baptisms celebrated privately. In such cases, the date and place of the conditional Baptism should be noted instead of the purposed earlier Baptism.

When a conditional Baptism is conferred, “Baptized Conditionally” is to be written in the “Notations” column. Otherwise, the entry is the same as for any other Baptism.

Sample Conditional Baptism in Baptismal Register

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father’s Name Mother’s Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 2005		Robert Smith	
		8 June 2005 Male				Mary Kent	

Right Page: R egister				Pg #			
Sponsors		Priest (Officiating Clergy)		Date of Confirmation		Notations (Record of Sacraments, Vows or Remarks)	
John Kent		Rev. William Divine				Baptized Conditionally	
Anne Kent							

Index: SMITH, Michael James Page #, Line #

Ascription to Proper Church Sui Iuris

In all Sui Iuris cases, when Eastern Catholic and Orthodox individuals are to receive sacraments in a Latin Rite Church, contact the Chancellor for assistance.

Sample Ascription to Eastern Catholic Church in Baptismal Register

Pg #				Left Page: Baptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 2005		Robert Smith	
		8 June 2005 Male				Mary Kent	

Right Page: Register				Pg #			
Sponsors		Priest (Officiating Clergy)		Date of Confirmation		Notations (Record of Sacraments, Vows or Remarks)	
John Kent		Rev. William Divine		8 June 2005		Ascribed as Maronite	
Anne Kent						First Comm. 8 June 2005	

Index: SMITH, Michael James Page #, Line #

Note: Enter First Communion and Confirmation in respective sacramental registers.

Notification sent to Rite of Ascription Church.

Children born of Unknown and/or Unmarried Parents

In the case of a child born of unknown parents, the mother’s name is recorded if there is public proof of her maternity or if she declares her maternity before the Pastor and two witnesses. Likewise, the name of the father is to be recorded if there is public proof of his paternity or if he declares his paternity before the Pastor and two witnesses.

In other cases, the name of the baptized individual is recorded without any mention of the name of the father or the parent(s) (Canon 877, §2); the child would then be recorded as being of “unknown mother” or “unknown father” (or in Latin, *mater ignota* and/or *pater ignotus*) (Canon 877, §2).

If one parent requests the other not be included on the baptismal certificate, then notation is to be made, and the name is to be omitted on future certificates. This request is to be made in writing and kept in the sacramental records file with the sacramental registers.

It is not permitted to make any notation using the word “illegitimate.”

Sample Unknown Father (No Father noted in Baptismal Register)

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father’s Name Mother’s Maiden Name	
KENT, Michael James		Arlington, VA		29 July 2005		Pater ignotus	
		8 June 2005 Male				Mary Kent	

Right Page: R egister				Pg #			
Sponsors		Priest (Officiating Clergy)		Date of Confirmation		Notations (Record of Sacraments, Vows or Remarks)	
John Kent		Rev. William Divine					
Anne Kent							

Index: KENT, Michael James Page #, Line #

Sample Unmarried Parents (Father later attended and noted)

Sample Legal Name change in Baptismal Register

Pg # Left Page: Baptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
(KENT) SMITH, Michael James	Arlington, VA	29 July 2005	(pater ignotus) Robert Smith
	8 June 2005 Male		Mary Kent

Right Page: Register			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows, or Remarks)
John Kent	Rev. William Divine		Father noted, see Sac. Recs
Anne Smith			Name change Alexandria, VA, case ###

Index: KENT, Michael James Page #, Line # *and* SMITH, Michael James Page #, Line #

Sample Unmarried Parents (Father noted but not included on Baptism Certificate)

Pg # Left Page: Baptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
KENT, Michael James	Arlington, VA	29 July 2005	James Smith
	8 June 2005 Male		Mary Kent

Right Page: Register			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine		Do not incl. father on Bapt. Cert.
Anne Kent			

Index: KENT, Michael James Page #, Line #

Signed letter requesting omission on father on baptismal certificates kept in sacramental records with the sacramental registers.

Foster Children

Prior to the reception of sacraments for foster children, or children in legal guardianship, contact the Diocesan Lawyer for guidance.

Sacraments of foster children are recorded the same as children baptized before adoption. Should adoption occur and/or a legal name change of the child, a new record may be created in the sacramental register. See Adopted Children below.

Adopted Children

If it concerns an adopted child, the names of those adopting are to be inscribed and, at least if it is done in the civil records of the region, also the names of the natural parents according to the norm of §§1 and 2, with due regard for the prescripts of the Conference of Bishops (Canon 877 §3).

Adopted children are legally the children of the persons who have adopted them (Canon 110).

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:

- Parentheses shall be placed around the names of the natural parents.
- The name(s) of the adoptive parent(s) shall then be added.
- The child's former surname shall also be parenthesized, and the new surname added.
- A notation shall be made that the child was legally adopted.
- A notation shall be made indicating no certificate is to be made from this record and the page of the new recorded is referenced.

A new entry should be made, cross-referenced to the old entry with the following information:

- The new, legal, Christian names of the child as designated by the adoptive parents.
- The names of the adoptive parents.
- The sex, place and date of birth.
- The place and date of the Baptism.
- Reference should be made in the notations to the parish/page of the original record, and from the original record to the new record.

For children baptized after their adoption has been finalized the following information is entered in the Baptismal Register:

- The new, legal, Christian names of the child as designated by the adoptive parents.
- The names of the adoptive parents.
- The sex, place of birth, and date of birth.
- The names of the sponsors selected by the adoptive parent(s).
- The place and date of the Baptism.
- The name of the minister performing the Baptism.
- The fact of adoption, but not the names of the natural parents, is written in the notations column.

Baptism certificates for adopted children previously baptized issued by the parish should give the name(s) of the adoptive parents, the child's new legal name, the place and date of birth, the place and date of Baptism, and the name of the clergy who administered the sacrament. The name(s) of the natural parents and the sponsor(s) are not given, and no mention of the fact of adoption is to be made on the certificate. The certificate is to be issued from the record created after the adoption. No certificate should be issued from the record created before the adoption.

In cases where the child is adopted by a stepparent (e.g., birth mother, adoptive father), the certificate should include the name of the adoptive parent. It is at the discretion of the birth parent whether or not to include the sponsors on the certificate.

A new Baptismal Register entry for the adopted child can be made in the Baptismal Register of the adoptive parent(s)' parish, citing the date and location of the original Baptism entry and listing only the name of the adoptive parent(s) and the date and place of birth.

Parish personnel having access to sacramental registers have an obligation not to disclose to any person any information which would identify or reveal, directly or indirectly, the fact that a person was adopted.

Sample Adoption before Baptism

Pg 20		Left Page: B aptismal	
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
JONES James Thomas	Arlington, VA	29 July 2006	Andrew Jones
	8 June 2005 Male		Anne Kennedy

Right Page: R egister			Pg 20
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Jones	Rev. William Divine		Confidential: Adopted See sacramental records.
Mary Kennedy			

Index: JONES, Michael James Page 20, Line #

Put copy of court order and adoption paperwork in the sacramental records with sacramental registers.

Sample Adoption after Baptism (same parish)

Pg 20 Left Page: B aptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
(SMITH), JONES Michael James	Arlington, VA	29 July 2005	(Robert Smith) Andrew Jones
	8 June 2005 Male		(Mary Kent) Anne Kennedy

Right Page: R egister			Pg 20
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine		Confidential. Info: Adopted.
Anne Kent			Name legally changed.
			See sacramental records.
			Do not issue certificate from this record, see JONES, page 28

Index: SMITH, Michael James Page 20, Line #

Put copy of court order and adoption paperwork in the sacramental records with sacramental registers.

Sample Replacement of Original Entry – Adoption after Baptism (same parish)

Pg 28 Left Page: B aptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
JONES Michael James	Arlington, VA	29 July 2005	Andrew Jones
	8 June 2005 Male		Anne Kennedy

Right Page: R egister			Pg 28
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
	Rev. William Divine		Original Record at (SMITH) JONES, page 20

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Sample Adoption after Baptism (same parish), older child (same mother)

Pg 20 Left Page: B aptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
(SMITH), JONES Michael James	Arlington, VA	29 July 2005	(Robert Smith) Andrew Jones
	8 June 2005 Male		Mary Kent

Right Page: R egister Pg 20			
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine		Confidential: Adopted.
Anne Kent			Name legally changed.
			See sacramental records.
			Issue certificate from Jones, Michael pg. 28

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Sample Replacement of Original Entry –Adoption after Baptism (same parish), older child (same mother)

Pg 28 Left Page: B aptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
JONES Michael James	Arlington, VA	29 July 2005	Michael Jones
	8 June 2005 Male		Mary Kent

Right Page: R egister Pg 28			
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine		Original Record at (SMITH) JONES, page 20
Anne Kent			

Index: JONES, Michael James Page 28, Line #

Put copy of court order and adoption paperwork in the sacramental records with sacramental registers. The option to keep godparents is at the discretion of the birthparent.

Sample Adoption after Baptism – different parish

Pg 28			
Left Page: Baptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
JONES Michael James	Arlington, VA	29 July 2005	Andrew Jones
	8 June 2005 Male		Anne Kennedy

Right Page: Register			Pg 28
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
	Rev. William Divine		Confidential. Info: Do not include on certificate: Adopted and name changed, 23 July 2007, Alexandria, VA, case ###.
			Original record: St. Thomas More, Arlington, VA

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Recording a Sacrament based on Testimony

There may be times when a sacramental record may be missing or unavailable. In these cases, the Pastor or his delegate may inscribe the sacrament in the parish register based upon the testimony of a witness. (See Missing Records and supplied affidavits for use of testimony, pages 17-20).

Sample Testimony of Witness Verifying Reception of Sacrament (Baptism)

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth	Date of Baptism	Father's Name		Mother's Maiden Name	
SMITH, Michael James		Arlington, VA	29 July 2005	Robert Smith			
		8 June 2005 Male		Mary Kent			

Right Page: R egister				Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)	
John Kent	Rev. William Divine		Bapt. record based on testimony of Mother	
Anne Kent				

Index: SMITH, Michael James Page #, Line #

Other common modifications

Sample Minor Correction (Name corrected)

Pg # Left Page: Baptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
SMITH, Michael James	Arlington, VA	29 July 2005	Robert Smith
	8 June 2005 Male		Maryanne Mary Kent

Right Page: Register			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine		
Anne Kent			

Index: SMITH, Michael James Page #, Line #

Sample Additional Space Required for Notations

(Examples of Marriage and Declaration of Nullity.)

Pg # Left Page: Baptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
SMITH, Michael James	Arlington, VA	29 July 1980	Robert Smith
	8 June 1980 Male		Mary Kent

Right Page: Register			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine	6 Oct. 2009 at St. Charles Arlington, VA	FHC 15 May 1987 St. Agnes, Arlington, VA
Anne Kent			Married Anne Kennedy 14 June 2010, St. John the Bapt, Front Royal, VA
			Decl. of Nullity: Anne Kennedy Arlington, Diocese, Case ###, 3 March 2012
			Married Mary Coleman 10 June 2018 at Holy Spirit CC, Annandale, VA. See pg. ##

Index: SMITH, Michael James Page #, Line #

Sample Additional Space Required for Notations (Continued)

Pg ## Left Page: Baptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name
SMITH, Michael James	Cont'd from page ##		

Right Page: Register			Pg ##
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
			Decl. of Nullity: Mary Coleman, Arlington Diocese case ### 3 March 2019
			Cont'd from page #

Notations for Baptismal Register and Notifications/Turn-Around Documents

The Baptismal Register serves as the “master record” for a person’s active membership and sacramental history (Canon 535, § 2). Therefore, notations concerning other sacraments received later in life are also recorded in the Baptismal Register and notated on future Baptism certificates.

The place of Baptism (or parish of record) must be notified by the parish of celebration after the Sacraments of Confirmation, Holy Orders, Matrimony, and Professions of Vows. First Communion may be sent to the parish of record, but is not required.

Notification for Marriage should include a “Turn-Around” document. A Turn-Around document is optional for Confirmation. See samples on pages 61 and 62. This document is to be returned to the church of celebration, verifying notations have been made to the Baptismal Register of the parish of record. Sacramental notifications may not be sent electronically.

Image of Turn-Around document (it has three carbon-copied layers):

PRESS FIRMLY ON PEN DETACH AND MAIL WHITE AND YELLOW COPIES, FACE TO FACE IN ENVELOPE TO CHURCH OF BAPTISM.

Notification of Marriage
FROM

Name _____

Baptized in your Church on _____

CONTRACTED MARRIAGE IN THIS CHURCH WITH

Name _____

On _____

Rev. _____

Church of Baptism

I have received your notice and have duly entered the above Marriage in the Baptismal Register of this Church.

Rev. _____

Date _____

PLEASE RETURN SIGNED WHITE COPY TO CHURCH OF MARRIAGE.

No. 310 ©F. J. REMEY CO., INC. MINEOLA, N. Y.

Sample Turn-Around document, Marriage

NOTIFICATION OF MARRIAGE

From _____ Catholic Church

located at: _____

in _____ City, _____ State _____ Zip Code _____

Name: _____

Baptized in your Church (Name): _____

located at: _____

in _____ City, _____ State _____ Zip Code _____

Contracted the Sacrament of Marriage with _____

on _____ (date).

Celebrant/Notations:

Yes, I have received your notice and recorded notation in the Baptismal Register

on _____ (date).

_____ (Signature)

Returned Turn-Around document should be added to the Marriage file.

Sample Turn-Around document, Confirmation

NOTIFICATION OF CONFIRMATION

From _____ Catholic Church

located at: _____
in _____ City, _____ State _____ Zip Code _____

Name: _____
Baptized in your Church (Name): _____
located at: _____
in _____ City, _____ State _____ Zip Code _____

Contracted the Sacrament of Confirmation
on _____ (date).

Celebrant/Notations:

Yes, I have received your notice and recorded notation in the Baptismal Register
on _____ (date).

(Signature)

Returned Turn-Around document should be added to the Confirmation/Student file.

Baptismal Register Notations include:

- Baptismal notations (e.g., Conditional Baptism, Ritual Ascription, Emergency Baptism, Supplying the Rite, Change of Rite, Profession of Faith, etc.).
- Reception of First Holy Communion (if available).
- Reception Confirmation.
- Reception of Holy Orders (and laicization).
- Profession of Perpetual Vows in a Religious Institute (and dispensation of vows).
- Celebration of Marriage (including Convalidation and Sanation).
- Declarations of Nullity, including stipulations, and impediments should also be entered when requested by the appropriate authorities and supporting documentation is provided.

Notation	Approved abbreviation may be used
First Holy Communion	Comm. or FHC
Confirmation	Conf.
Marriage	Marr.
Declaration	Decl. (e.g., Decl. of Nullity)
Dispensation	Disp.
Delegation	Del.
Mixed Marriage	MM
Disparity of Cult	DC
Disparity of Worship	DW
Canonical Form	Can. Form or CF
Radical Sanation	Sanated
Convalidation	Validation or Valid.
Profession of Faith	Prof. of Faith or POF
Annulment/Nullity	Null.

Other common abbreviations:

Include: incl. Previous: prev. Protocol: prot.	Conditional: cond. Baptism: bapt. Emergency: emerg.	Permanent: perm. Transitional: trans. Perpetual: perp.
--	---	--

Information for notating the later reception of the sacraments in the Baptismal Register, include the following:

First Communion Notation in Baptismal Register (Under the “Notations” column):

Comm: Date of First Communion, Church, Place (City, State)

For example:

Comm: 26 May 1988, St. Charles, Arlington, VA
or FHC: 26 May 1988, St. Charles, Arlington, VA

<p>This will appear on the reverse side of the Baptism certificate as:</p> <p>First Communion: Date: 26 May 1988 Church: St. Charles Place: Arlington, VA</p>

Note: When making notations of First Communion, it is good to also add to the Baptismal Register the sex of the baptized individual if it was not previously recorded.

Confirmation Notation in Baptismal Register (Under the column for “Confirmation”):

Date of Confirmation, Church, Place (City, State)

For example:

16 Oct. 2007, St. Charles Arlington, VA

<p>This will appear on the reverse side of the Baptism certificate as:</p> <p>Confirmation: Date: 16 Oct. 2007 Church: St. Charles Place: Arlington, VA</p>

Note: When making notations of Confirmation, it is good to also add to the Baptismal Register the sex of the baptized individual if it was not previously recorded.

Sample Notation of Communion and Confirmation in Baptismal Register

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 1980		Robert Smith	
		8 June 1980 Male				Mary Kent	

Right Page: R egister				Pg #			
Sponsors		Priest (Officiating Clergy)		Date of Confirmation		Notations (Record of Sacraments, Vows or Remarks)	
John Kent		Rev. William Divine		16 Oct. 2007 St. Charles Arlington, VA		Comm: 26 May 1988 St. Charles, Arlington, VA	
Anne Kent							

Index: SMITH, Michael James Page #, Line #

Vocational Records Notated in Baptismal Register

Notations must be made for the reception of Marriage (including Convalidation and Sanation), Holy Orders, or Perpetual Vows. Notations must also be made for any Declarations of Nullity, Laicization, and Dispensations of Vows.

Dispensation/Permission (include jurisdiction and Case Number) and Delegations for Marriage are recorded in the Marriage Register, not in the Baptismal Register.

Declaration of Validity, Nullity, or restrictions or impediments on a future Marriage. Including Date, Diocese, Case Number and specifics indicated in the official letter. Notations are added to both the Marriage Register and Baptismal Register.

Also, notate in the Baptism Register any impediments to future Marriage, e.g., civil divorce needing annulment, or warnings or prohibitions of a further Marriage in the Church.

These will appear on the reverse side of the Baptism certificate as:

Example of Marriage, Annulment, and Remarriage:

Marriage: To: Elizabeth Jones	Smith-Jones	Kathryn Evans
Date: 29 June 2011	Decl. of Null. 1 May 2016	5 Nov. 2019
Church: St. John the Evangelist	Arlington Diocese	St. Agnes
Place: Warrenton VA	Protocol ###	Arlington, VA

Example of Ordination to the Permanent Diaconate:

Diaconate: Permanent Diaconate
Date: 22 April 2022
Church: Sacred Heart of Jesus
Place: Winchester, VA

Example of Ordination to the Presbyterate and Episcopacy:

Diaconate: Trans. Diaconate	Priesthood	Episcopacy
Date: 22 April 2000	1 May 2001	15 May 2022
Church: St. Agnes	Cathedral of St. Thomas More	St. Peter's
Place: Arlington, VA	Arlington, VA	Vatican City

Religious Profession: No Notations

Note: Baptism certificates issued for adults must include the sex of the baptized individual.

Sample Notation of Communion, Confirmation, and Marriage in Baptismal Register

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 1980		Robert Smith	
		8 June 1980 Male				Mary Kent	

Right Page: R egister			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine	16 Oct. 2007 St. Charles Arlington, VA	FHC 24 May 1987 St. Charles, Arlington, VA
Anne Kent			Married Shannon Kelly 21 May 2021, St. Luke, McLean, VA

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Sample Notation of Communion, Confirmation, and Convalidation in Baptismal Register

Pg #				Left Page: Baptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 1980		Robert Smith	
		8 June 1980 Male				Mary Kent	

Right Page: Register				Pg #			
Sponsors		Priest (Officiating Clergy)		Date of Confirmation		Notations (Record of Sacraments, Vows or Remarks)	
John Kent		Rev. William Divine		16 Oct. 2007 St. Charles Arlington, VA		FHC 24 May 1987 St. Charles, Arlington, VA	
						Civil Marriage to Shannon Kelly 31 Dec 2020, Arlington, VA Courthouse, Judge Robert Hall	
Anne Kent						Convalidation Shannon Kelly 21 May 2021, St. Luke McLean, VA	

Index: SMITH, Michael James Page #, Line #

Sample Notation of Marriage in Baptismal Register and Site of Record (if different)

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name/Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 1980		Robert Smith	
		8 June 1980 Male				Mary Kent	

Right Page: R egister			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine	16 Oct. 2009 St. Charles, Arlington, VA	FHC 1 June 1986 St. Charles, Arlington, VA
Anne Kent			Married Anne Kennedy 14 June 2010 Christendom Chapel, Front Royal, VA, records at St. John the Baptist, Front Royal, VA

Index: SMITH, Michael James Page #, Line #

Sample Notation of Ordination to Transitional Diaconate and Presbyterate (Priesthood) in Baptismal Register

Pg # Left Page: Baptismal			
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name/ Mother's Maiden Name
SMITH, Michael James	Arlington, VA	29 July 1980	Robert Smith
	8 June 1980 Male		Mary Kent

Right Page: Register			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine	16 Oct. 2007 St. Charles, Arlington, VA	FHC 1 June 1987 St. Charles, Arlington, VA
Anne Kent			Ordained trans. deacon 21 May 2021 St. Thomas More Cathedral, Arlington, VA
			Ordained priest 22 May 2022 St. Thomas More Cathedral, Arlington, VA

Index: SMITH, Michael James Page #, Line #

Sample Notation of Ordination to Permanent Diaconate in Baptismal Register

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 1980		Robert Smith	
		8 June 1980 Male				Mary Kent	

Right Page: R egister			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine	16 Oct. 2007 St. Charles, Arlington, VA	Comm 1 June 1987 St. Mark, Vienna, VA
			Married Anne Kennedy 14 June 2010, St. Mark Vienna, VA
Anne Kent			Ordained perm. deacon 21 May 2021 St. Thomas More Cathedral, Arlington, VA

Index: SMITH, Michael James Page #, Line #

Sample Notation of Perpetual Vows in Baptismal Register

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name/ Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 1980		Robert Smith	
		8 June 1980 Male				Mary Kent	

Right Page: R egister			Pg #	
Sponsors		Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent		Rev. William Divine	16 Oct. 2007 St. Charles, Arlington, VA	FHC 1 June 1987 St. Charles, Arlington, VA
Anne Kent				Perpetual Vows 21 May 2017, Order of St. Benedict, St. Vincent Archabbey, Latrobe, PA

Index: SMITH, Michael James Page #, Line #

Sample Notation of Declaration of Nullity (Annulment) in Baptismal Register

Pg #				Left Page: Baptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name/ Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 1980		Robert Smith	
		8 June 1980 Male				Mary Kent	

Right Page: Register			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine	16 Oct. 2009 St. Charles Arlington, VA	FHC 1 June 1987 St. Ann, Arlington, VA
Anne Kent			Married Anne Kennedy 14 June 2010 St. John the Baptist Front Royal, VA
			Decl. of Nullity: Anne Kennedy Arlington Diocese prot. ### 3 March 2012

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Sample Notation of Declaration of Nullity (Annulment) with Reservation Noted in Baptismal Register (and lifted)

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name/ Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 1980		Robert Smith	
		8 June 1980 Male				Mary Kent	

Right Page: R egister			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine	16 Oct. 2009 St. Charles Arlington, VA	Comm. 1 June 1987 St. Charles, Arlington, VA
			Married Anne Kennedy 14 June 2010 St. John the Baptist Front Royal, VA
Anne Kent			Decl. of Nullity: Anne Kennedy Arlington protocol ### 3 March 2012
			Monitum placed on M.J. Smith Rev. Peter Sanctus, Jud. Vicar Monitum lifted, Arlington Diocese, 1 February 2023

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Sample Notation of Marriage after Annulment in Baptismal Register

(Dispensation of Mixed Marriage or Disparity of Worship not in Baptismal Register)

Pg #	Left Page: Baptismal		
Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name/ Mother's Maiden Name
SMITH, Michael James	Arlington, VA	29 July 1980	Robert Smith
	8 June 1980 Male		Mary Kent

Right Page: Register			Pg #
Sponsors	Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent	Rev. William Divine	16 Oct. 2009 St. Charles Arlington, VA	Comm. 1 June 1987 St. Charles, Arlington, VA
Anne Kent			Married Anne Kennedy 14 June 2010, St. John the Baptist, Front Royal, VA
			Decl. of Nullity: Anne Kennedy, Arlington Diocese prot. ### 3 March 2012
			Married Theresa Coleman 10 June 2018 Holy Spirit, Annandale, VA

Index: SMITH, Michael James Page #, Line #

Order of Christian Initiation of Adults (OCIA)

The process of formation governed by Order of Christian Initiation of Adults (OCIA, formerly RCIA) is for:

- Non-baptized adults (including children age seven or older) seeking initiation into the Catholic Church, who are called catechumens.
- Adults baptized in ecclesial communities (Protestant churches) seeking full communion with the Catholic Church. Previously baptized adults are called candidates.

This process culminates in the celebration of the Sacraments of Initiation: Baptism (or Profession of Faith), Confirmation, and Holy Eucharist at the same ceremony.

Each sacrament is to be recorded in the respective register, and notation made in the Baptismal Register. Those who are married must also have their Marriage notations added to the Baptismal Register (either current valid Marriage or the Convalidation of the current civil Marriage) as well as any Declarations of Nullity (including where granted and protocol number) or impediments to future Marriage.

If a Convalidation occurs, that Marriage is recorded in the Marriage Register.

Scheduling Reception into the Church

All necessary paperwork must be received before scheduling a Baptism/Reception into the Church. It is imperative to verify that there are no impediments for reception into the Church, and that any current Marriage is valid. This paperwork includes:

- Birth certificate of person to be baptized if age 7 or older;
- Baptismal certificate (if baptized);
- Sacramental Registers Information Form for OCIA (sample on page 80), verified by the catechumen/candidate (if an adult) or the parent/guardian if the catechumen/candidate is a minor;
- Sponsor/Godparent/Proxy certificate(s) or affidavits; and
- Marriage certificates/Declarations of Nullity (or necessary Marriage paperwork), if any.

Unless there is a grave reason to the contrary, immediately after receiving Baptism or making a Profession of Faith, an adult is to receive the sacraments of Confirmation and Holy Communion (Canon 866). The priest/celebrant must be the same, and the sacraments are to be celebrated at the same time. If Confirmation does not occur immediately after the Baptism (including Conditional Baptism) or the Profession of Faith, then delegation must be sought from the Bishop or his delegate in order to validly Confirm the Catholic, even if the Confirmation occurs later in the day.

Recording Sacraments for OCIA

Each sacrament is recorded in its own register (see each respective sacrament):

- Confirmation in the Confirmation Register.
- Communion in the Communion Register.
- Baptism or Profession of Faith in the Baptismal Register as well as notations for:
 - Confirmation.
 - Communion.
 - Marriage (Marriages are not recorded in the Marriage Register, unless there is a Convalidation).

Be sure to add these people to the indexes of each register, including the page and line number. Issue the appropriate sacramental certificates and notify recipients that the parish will be their parish of record.

Add the catechumen/candidate and their sacraments to the parish records (and all places the sacraments are recorded, including electronic records).

When a person previously baptized in another Christian community is received into full communion, the church of Baptism is not notified.

Recording a Profession of Faith

When an adult is received into full communion with the Catholic Church, after having been previously baptized in another Christian communion, an entry must be made in the Baptismal Register. The required source of data is the person's birth certificate and Baptism certificate.

Professions of Faith are not singled-out in Baptismal Registers with an asterisk, cross, or any other mark in the line number or in the index.

The following is needed to record a Profession of Faith in the Baptismal Register:

Name of Baptized: LAST, First Middle

This is the Christian name(s) of the person; always use the maiden name of a woman.

If the married woman's legal name is different from her maiden name, you may add the legal name, e.g., (SMITH) JONES, Mary Ann. In this example, SMITH is the maiden name and JONES is the legal name.

Place and Date of Birth: Date, City, State, and Sex (e.g., 1 April 2020, Fairfax, VA, Male)

Date of Baptism: Date of Protestant Baptism and Church, Profession of Faith: Date (e.g., 1 January 1988, Manassas Baptist Church, Profession of Faith: 1 April 2020)

Parents: Father's Full Name, Mother's Full Maiden Name

Sponsor(s)/Witness Full Names: First and Last Name. NOTE: Include the Protestant godparents and also add the Catholic Sponsor.

Name of the Minister: Priest who receives the Profession of Faith

Date of Confirmation: Date, Church, City, State

Notations:

Eucharist: Date, Church, City, State,

Confirmation: Date, Church, City, State, and

Marriage Status (either current valid Marriage or Convalidation; any dispensation(s) or

Declaration of Nullity (including where granted and protocol number) or impediments to Marriage.

Issue Profession of Faith certificates with notations for all candidates received into the Church. Let them know the parish will be their parish of record.

Reception of a Child (age 6 or younger) into the Church

A baptized infant (a person age 6 or younger or a person lacking the use of reason) may be received into the Church at the request of one Catholic parent or legal guardian. Since there is no liturgical rite to mark this reception, it is accomplished by a declaration by the parent/guardian that he/she wants the child to be a Catholic (c.f. 2002 Rite of Baptism for Children # 21,1).

In the Diocese of Arlington, the child will then receive sacraments with other children of the parish who were baptized Catholic (e.g., Penance/Eucharist in grade 2 or older, and Confirmation in grade 8 or 9).

The reception of Holy Communion serves as the Profession of Faith. However, it is preferred that the child will make a formal Profession of Faith, which may be included in the Mass.

This Profession of Faith must be recorded in the Baptismal Register of the parish, in which the child makes First Holy Communion.

Certificate of Profession of Faith

Whenever an already baptized person is brought into full communion with the Catholic Church, whether as an adult or a child, a Profession of Faith certificate is issued rather than a Baptism certificate. The Profession of Faith certificate indicates when and where the person received Christian Baptism and when and where the person made a Profession of Faith to come into full communion with the Catholic Church as well as notation of other sacraments received.

Suggested Recording Procedure for those Receiving into the Church:

1. The Director of Religious Education should provide records for every individual that has made a Profession of Faith and/or received sacraments.
2. Systematically enter records one sacrament at a time, in Alphabetical Order by LAST name, using the instructions in this document. Suggested order being:
 - a. Baptism/Profession of Faith with sacramental notations in the Baptismal Register. Include notations of pre-existing Church recognized Marriages or impediments to future Marriage in the Baptismal Register.
 - b. First Communion in the First Communion Register.
 - c. Confirmation in the Confirmation Register.
 - d. Marriage or Convalidation (if occurs at the parish) in the Marriage Register.

Enter individuals into indexes of each register.

3. Add individuals to parish database and include their sacrament records.
4. Issue a certificate of Baptism or Profession of Faith to each individual, notating their other sacraments.
5. No notifications need to be sent out.

Sample OCIA Inquiry/Intake Form

Name: _____

Address: _____

_____ Zip: _____

Telephone: (h/c) _____ (w) _____

Email: _____

Please circle your answer: either yes or no.

Sacramental Background

- | | | |
|---|-----|----|
| 1. Have you been baptized in the Roman Catholic Church? | Yes | No |
| 2. Have you been baptized in a non-Catholic Christian Church? | Yes | No |
| 3. Have you received First Holy Communion in the Catholic Church? | Yes | No |
| 4. Have you received the Sacrament of Penance in the Catholic Church? | Yes | No |
| 5. Have you been Confirmed in the Catholic Church? | Yes | No |

Marital & Family Status

- | | | |
|---|-----|----|
| 1. Have you ever been married? | Yes | No |
| If no, then you may go to question 7 below. | | |
| 2. Is this your first marriage? | Yes | No |
| 3. Is this your spouse's first marriage? | Yes | No |
| 4. Were you and your present spouse Married in the Catholic Church? | Yes | No |
| 5. Is your spouse Catholic? | Yes | No |
| 6. Are you presently (or have you been) separated or divorced? | Yes | No |
| 7. Do you have children? | Yes | No |
| 8. If you have children, are the children baptized? | Yes | No |
| 9. Have you ever received instruction in the Catholic Faith before? | Yes | No |
| 10. Have you already had an interview with a priest? | Yes | No |
| 11. Is it your intent to join the Catholic Church? | Yes | No |
| 12. Have you chosen a Sponsor/Godparent? | Yes | No |

Signature

Date

Sample Sacramental Registers Information Form for OCIA

NAME OF NEW CATHOLIC _____

LAST/MAIDEN

First

Middle

Residence/Street Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ E-mail: _____

Date of Birth: _____ City/State of Birth: _____ Sex: _____

Age at time of reception of sacraments: _____ This person is a minor (age 17 or younger).

Father's Full Name: _____

Father's Religion: _____

Mother's Full Maiden Name: _____

Mother's Religion: _____

Sponsor: _____ Certificate Received: Yes

Proxy (if applicable): _____ Certificate Received: Yes

Previously unbaptized

Baptized Protestant - Certificate Received: Yes

Baptized Catholic (delegation needed for Confirmation) – Baptism Certificate Received: Yes

Date of Baptism: _____

Church of Baptism: _____

Church of Baptism City: _____ State: _____

If previously baptized, Date of Profession of Faith: _____

Date of Confirmation: _____

Confirmation Name: _____

Date of First Holy Communion: _____

Celebrant of sacraments: _____

This Person is married. Spouse: _____ Certificate Received: Yes

Married Name: _____

Civil Marriage (date and location): _____

Convalidation Date: _____ Celebrant: _____

Other notations: _____

For Office Use:

- Catholic Marriage that was celebrated (e.g., Convalidation) recorded in Marriage Register
- Confirmation recorded in Confirmation Register
- First Communion recorded in First Communion Register
- Baptism and/or Profession of Faith recorded in Baptism Register and
 - Notation of Confirmation (if previously baptized Catholic, send notification to parish of Baptism)
 - Notation of First Communion (if previously baptized Catholic, send notification to parish of Baptism)
 - Notation of Marriage (if a convalidation has occurred, send notification to Catholic spouse's parish of Baptism)
- Certificate(s) made and sent
- Add to parish database

Sample Baptism of Unbaptized Adult (Male, unmarried) in Baptismal Register

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name/ Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		29 July 2022		Robert Smith	
		8 June 1990 Male				Mary Kent	

Right Page: R egister				Pg #			
Sponsors		Priest (Officiating Clergy)		Date of Confirmation		Notations (Record of Sacraments, Vows or Remarks)	
John Kent		Rev. William Divine		29 July 2022 St. John the Evang. Warrenton, VA		FHC 29 July 2022 St. John the Evangelist, Warrenton, VA	
Anne Kent							

Index:

SMITH, Michael James Page #, Line #

Note: Add to Confirmation and First Communion Register.

Sample Baptism of Unbaptized Adult (Female – Married before Baptism) in Baptismal Register

Pg #				Left Page: B aptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name/ Mother's Maiden Name	
(SMITH) JONES, Sarah Anne		Arlington, VA		29 July 2022		Robert Smith	
		8 June 1990 Female				Mary Kent	

Right Page: R egister				Pg #			
Sponsors		Priest (Officiating Clergy)		Date of Confirmation		Notations (Record of Sacraments, Vows or Remarks)	
John Kent		Rev. William Divine		29 July 2022 St. Charles, Arlington, VA		FHC 29 July 2022 St. Charles, Arlington, VA	
Anne Kent						Married Michael Jones 1 Jan 2021 St. Patrick's New York, NY	

Index: SMITH, Sarah Anne Page #, Line # and JONES, Sarah Anne Page #, Line #

Note: Jones is noted because of her legal name change.

Add to Confirmation and First Communion Register. Marriage is not put in Marriage Register because they were not married at this parish.

Sample Reception into Full Communion (Convalidation Notated) in Baptismal Register

Pg #				Left Page: Baptismal			
Name of Person Baptized		Place and Date of Birth		Date of Baptism		Father's Name/ Mother's Maiden Name	
SMITH, Michael James		Arlington, VA		10 July 1990 United Church, Arlington, VA		Robert Smith	
		8 June 1990 Male		Prof. of Faith 29 July 2022		Mary Kent	

Right Page: Register				Pg #
Sponsors		Priest (Officiating Clergy)	Date of Confirmation	Notations (Record of Sacraments, Vows or Remarks)
John Kent Anne Kent		Rev. William Divine	29 July 2022 St. William of York Stafford, VA	Comm. 29 July 2022 St. William of York, Stafford, VA
				Civil marriage 17 May 2019 Alexandria, VA
Catholic Sponsor: Mary Jones				Convalidation 29 July 2022 St. William of York Stafford, VA

Index: SMITH, Michael James Page #, Line #

Add to First Communion, Confirmation and Marriage Registers (because Convalidation occurs at this parish; if spouse is Catholic send notification to parish of Baptism).

Certificate Note: If a Baptism certificate is issued for a Profession of Faith, use the Protestant Baptism date, and add the Profession of Faith date.

OCIA Registers for Ritual Use

Book of Catechumens (Optional)

Information necessary for the Book of Catechumens is as follows:

- Catechumen's Name: LAST, First, Middle (use the order at the top of the column).
- Sponsor's Full Name.
- Minister Receiving the Catechumen.
- Date.
- Place of Rite: Church, Address (City, State).

Be sure to add these people to the index, including the page number. Add the catechumen to the parish records.

Those who die before reception into the Church and are recorded in the Book of Catechumens are to be granted Catholic funerals.

Book of the Elect (Required)

Information necessary for recording the catechumens in the Book of the Elect is as follows:

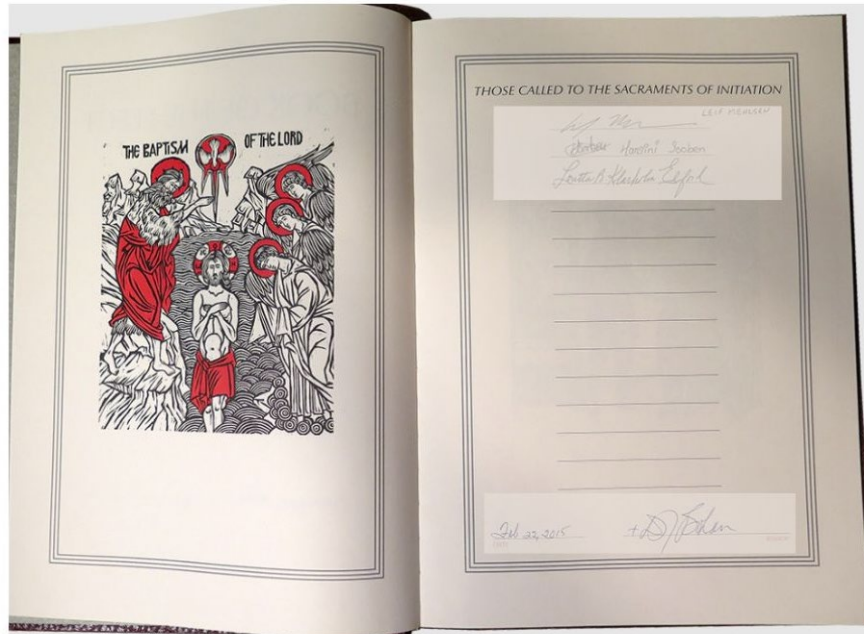
- Catechumen's Name (LAST, First Middle).

Note: Some books may ask for catechumen's address and names of godparents.

This book will be dated and signed by the Bishop or his delegate.

Once the catechumen is baptized, the Baptism and all other sacraments received are recorded in the Baptismal Register.

Image of Book of the Elect:



Penance and Reconciliation

(First Confession)

The Sacrament of Penance and Reconciliation is not recorded in a parish register.
First Penance or Reconciliation certificates are not to be issued from the parish.

Scheduling First Communion

The date and celebrant are assigned by the Pastor.

All necessary paperwork must be received well before the celebration. This paperwork includes:

- Birth certificate (if not previously on file).
- Baptism certificate (if not previously on file).
- Verified First Communion Register Information Form (sample on page 87).
- For those making a Profession of Faith a Baptismal Register Information Form (sample on page 39) should be completed.

Recording First Communion

An entry in the Communion Register includes the following information:

Name of the Recipient: LAST, First, Middle

This is the Christian name of the child given by the parents.

Place and Date of Birth: Date, City, State

Age: Age (at time of First Communion)

Place and Date of Baptism: Church, City, State (verified by Baptism certificate) and Date (of Baptism)

Residence: City, State

Parents: Father's Full Name. Mother's Full Maiden Name

Remarks: Leave blank if none. Include Profession of Faith or visiting/delegated priest.

Be sure to add the first communicants to the index, including the page and line number.

If the child who received First Communion was baptized at your parish, then notation must also be made in your Baptismal Register. The notation in your Baptismal Register should read in the "Notations" column:

Communion: Date, Church, City, State

For example, Comm.: 1 May, 2021, St. Timothy's, Chantilly, VA

For example, FHC: 1 May, 2021, St. Timothy's, Chantilly, VA

Suggested Recording Procedure for Groups

1. The Director of Religious Education should provide records for every child that has received First Communion.
2. At the top of the page, add the date and minister in the spaced provided.
 - If a new group receives First Communion, leave a blank line and add the date and minister to the next line, and then enter the entries below that.
 - If an individual receives First Communion, include the date and minister in the "Remarks" section.
3. When recording groups of children, enter the children in Alphabetical Order by LAST Name.

- a. For convenience, record all the First Communions in the Communion Register.
 - b. Add notations for those whose First Communion is also their Profession of Faith.
 - c. Enter all First Communicants in the index.
4. Add the notations of First Communion for all children in the parish electronic records.
5. A First Communion certificate should be issued to the parents of each child based on the information in the First Communion Register.
6. Next, sort the children by Baptism location:
 - a. If the First Communicant was baptized at the same parish, notation must be made in the Baptismal Register.
 - b. If the First Communicant was baptized at another parish, the Pastor or his delegate may send notifications to the parish of Baptism.
7. For the children baptized at the parish of First Communion, look up all children in the Baptismal Register index, noting the page number on each child's record.
 - a. Re-sort these records by Baptismal Register page number in ascending order.
 - b. Finally, go through the Baptismal Register, adding the First Communion notations. If necessary, add the Sex of the First Communicant to the Baptism record.
 - c. If the First Communion serves as a Profession of Faith (see OCIA), record the Profession of Faith in the Baptismal Register (see example, page 83) and add notation of First Communion.

When notifications are received from other parishes, the sacramental notations are to be added to the Baptismal Register as soon as possible (but not the Communion Register).

Sample First Communion Entry

Pg #				Left Page: First Communion			
Date: 15 May 2017							
Baptismal and Family Name		Place and Date of Birth		Age	Place and Date of Baptism		
JONES, Mark Anthony		Fairfax, VA 1 February 2010		7	St. John the Evangelist Warrenton, VA 1 Apr. 2010		

Right Page: Register			Pg #
			Administered by: Rev. John Divine
Residence	Parents		Remarks
Warrenton, VA	Anthony Jones		
	Donna O'Neill		

Index: JONES, Mark Anthony Page #, Line #

Enter notation to Baptismal Register, or notification send to parish of Baptism. Notation should include date, parish, city and state.

Issue a First Communion certificate and update parish database.

Sample First Communion with Profession of Faith

Pg #				Left Page: First Communion			
Date: 15 May 2017							
Baptismal and Family Name		Place and Date of Birth		Age	Place and Date of Baptism		
JONES, Mark Anthony		Fairfax, VA 1 February 2010		7	St. James Episcopal Church Warrenton, VA 1 Apr. 2010		

Right Page: Register			Pg #
			Administered by: Rev. John Divine
Residence	Parents		Remarks
Warrenton, VA	Anthony Jones		Prof. of Faith: 15 May 2017 St. John the Evangelist, Warrenton, VA Rev. John Divine
	Donna O'Neill		

Index: JONES, Mark Anthony Page #, Line #

Enter Profession of Faith in Baptismal Register and make First Communion Notation.

Issue a Profession of Faith certificate for Child with First Communion notated (see pages 25-26).

Update parish database.

Adult Confirmation

For those receiving Adult Confirmation (a baptized Catholic age 16+), a recently-issued copy of the Baptism certificate (issued within 6 months of the celebration of Confirmation) must be submitted and there must be no impediments to receiving Confirmation (e.g., if married, the marriage must be valid).

In the absence of documentary evidence, the testimony of one reliable witness suffices. Please see sample Sacrament Affidavits, pages 17-20.

If a baptized Catholic Adult is to be confirmed by the Pastor (e.g., at Easter Vigil), a dispensation must be obtained from the Chancellor for the Pastor to validly confer the sacrament. If a baptized adult is to be confirmed at the parish by a Bishop or Abbot, then no dispensation is required.

If a baptized Catholic Adult is to be sent to the diocesan celebration of Adult Confirmation (normally at the Cathedral of St. Thomas More), the policies of the Office of Divine Worship must be followed. Paperwork can be found on the diocesan website (www.arlingtondiocese.org).

Sponsors

Each candidate for Confirmation is accompanied by a sponsor, who must meet the same criteria as that of a sponsor for Baptism (cf. Canon 874, see page 33), sample affidavit on page 36. It is highly desirable that one's godparent at Baptism also serve as the sponsor for Confirmation (cf. Canon 893, §2). Nonetheless, the choice of another sponsor for Confirmation is not excluded (cf. Rite of Confirmation, 5). The possibility of having two sponsors, one male and one female, is not excluded either. Parish regulations on sponsors are to be set by the Pastor.

If the sponsor cannot be present in person, a proxy may be appointed by the candidate. The parish should be notified in writing, and there must be certainty as to who the sponsor is and who is the proxy. A parent or a spouse may act as proxy for a sponsor at Confirmation. The proxy must meet the same requirements as the sponsor and must also provide a sponsor certificate/affidavit.

Scheduling Confirmation

Usually, the parish requests dates for Confirmation from the Office of Divine Worship. The date and celebrant are assigned by the Diocese.

All necessary paperwork must be received well before the celebration. This paperwork includes:

- Birth certificate (if not previously on file).
- Baptism certificate (if not previously on file; and recently issued if adult confirmation).
- Confirmation Register Information Form (see sample on page 93).
- Sponsor/Proxy certificate(s) or affidavit(s) (see sample on page 36).

Sample Confirmation Register Information Form

NAME: _____

LAST

First

Middle

Date of Birth: _____ Age at Confirmation: _____

City and State of Birth: _____

Church of Baptism: _____

City/State of Church of Baptism: _____

Date of Baptism: _____

Residence/Address: _____

_____ Telephone: _____

Church and Year of First Penance: _____

Church and Year of First Eucharist: _____

PATRON SAINT: _____

FATHER'S NAME: _____

LAST

FIRST

MIDDLE

MOTHER'S NAME: _____

MAIDEN

FIRST

MIDDLE

SPONSOR'S NAME: _____

LAST

FIRST

MIDDLE

Will a Proxy stand in for the Sponsor? YES NO

PROXY'S NAME: _____

LAST

FIRST

MIDDLE

- Yes! I have attached a birth certificate (if not already on file).
 - Yes! I have attached a Baptism certificate (recently issued if age 16 or older).
 - Yes! I have attached my Sponsor's certificate or affidavit.
 - Yes! I have attached a Sponsor's certificate or affidavit for my Proxy (if needed).
- I verify that my child has not already been Confirmed and I give permission for my child to be Confirmed. _____ (Parent Signature) _____ (Date)

Date of Confirmation: _____ Minister: _____ Bapt. Reg. Pg: _____

Certificate made and sent

Notation in Baptismal Register/Sent

Update parish database

Recording Confirmation

The Sacrament of Confirmation is recorded in the parish Confirmation Register and should be recorded as soon as possible after the celebration (Canon 895).

The Confirmation Register records:

Name of the Confirmed: LAST, First Middle (use the order at the top of the column)

This is the legal and Christian name of the child or adult (use the maiden name of a woman).

Confirmation Name: Saint chosen for Confirmation

Age: Age (at time of Confirmation)

Place and Date of Baptism: Church, City, State, Date

Residence: City, State

Parents: Father's Full Name, Mother's Full Maiden Name

Sponsor(s) Name(s): First and Last Name (If a Proxy is present, include after the Sponsor's name Proxy: First and Last Name).

When a group of persons is confirmed at the same ceremony by the same minister, the date and minister of Confirmation may be written at the top of the page, so long as it is clear to whom this applied. After the group entry, leave a blank line between the group and the next celebration to allow room to indicate the date and minister for the next person/group.

Date/Minister must be also indicated when individuals are confirmed. If dispensation was granted for the celebration of Confirmation, indicate those for whom the dispensation was granted and include the wording of the dispensation in the sacramental record. This can be done by using the line below the entry for the specific delegation information.

Be sure to add the newly confirmed to the index, including the page and line number.

Issue a Confirmation certificate to the Confirmand.

Notation of the Confirmation is to be added in the "Confirmation" column of the Baptismal Register of the confirmandi. Record: Date, Church, City, State (e.g., 30 March 2021, St. Timothy's, Chantilly, VA)

For those baptized at another parish, send notifications to their parishes of record, preferably using a "Turn-Around" document.

Suggested Recording Procedure for Groups of Confirmands

1. The Director of Religious Education should provide records for every person who has received Confirmation.
2. At the top of the page of the Confirmation Register, add the date and minister in the spaced provided.
 - If a new group receives Confirmation, leave a blank line and add the date and minister to the next line, and then enter the entries below that.
 - If an individual receives Confirmation, include the date and minister in the remarks section.
3. When recording groups of confirmandi, enter them in Alphabetical Order by LAST Name.

4. Enter the confirmandi into the index.
5. Add the notations of Confirmation for each person in the parish electronic records.
6. A Confirmation certificate should be issued to each Confirmand or the parents of the confirmandi based on the information in the Confirmation Register.
7. Next, sort the confirmands by Baptism location:
 - a. If the confirmand was baptized at the same parish, notation must be made in the Baptismal Register.
 - b. If the confirmand was baptized at another parish, the Pastor or his delegate must send notification to the parish of Baptism (see below).
8. For the children baptized at the parish of Confirmation, find them the index of the Baptismal Register, noting the page number on each record.
 - a. Re-sort these records by page number in ascending order.
 - b. Finally, go through the Baptismal Register, adding the Confirmation notations. If the sex has not already been added to the Baptism Register, add it now.

Sending Notification to Parish of Baptism

If the confirmand was not baptized in your parish, record of the Sacrament of Confirmation must be sent to the Catholic parish of record, and notation made in their Baptismal Register. It is preferred to include a “Turn-Around” document (sample on page 62) indicating notation has been added to their Baptismal Register.

Include: Name, Place and Date of Baptism (so the parish of Baptism can easily find the records), Place and Date of Confirmation.

Special Circumstances for Sacrament Notifications

- If the parish of record is out of country, notification is still to be sent to the parish of Baptism. This may be done through the Papal Nuncio.
- If the parish of record has been suppressed and another parish of record has been specified, then that parish should be notified.
- If the parish of record has closed or merged, it is appropriate to send notification to the appropriate diocese (in which the parish of record is located). They will either handle the notification, or give you instruction as to how to provide notification.
- When notifications are received from other parishes, the sacramental notations are to be added to the Baptismal Register as soon as possible. However, the Confirmation celebrated at another parish is not recorded in your parish Confirmation Register, as the Confirmation did not occur in your parish. Return notice of record (a Turn-Around document) to the parish of celebration.

Special Circumstances for Confirmation

Emergency Confirmation

As in the case of emergency Confirmation, the record of an emergency Confirmation is to be kept in the territorial parish in which the Confirmation occurred. See sample recording of emergency Confirmation, pages 46-47).

Use of a Borrowed Church for Confirmation

All records of Confirmation are recorded in the Confirmation Register at the parish where the Confirmation occurred. Include any delegations granted for the Confirmation(s) as written in the letter of delegation. Notifications are then sent to the parishes of Baptism of all those who were not baptized at that parish. Otherwise, if they were baptized at the Confirmation parish, notation is added to their Baptismal Register.

Sample Confirmation Entry

Pg #		Left Page: C Confirmation	
Date: 10 September 2022			
Baptism and Family Name	Confirmation Name	Age	Place and Date of Baptism
JONES, Mark Anthony	St. Francis of Assisi	12	St. John the Evangelist Warrenton, VA 1 Apr. 2010

Right Page: R egister		Pg #
		Minister: Most Rev. Michael Sanctity
Residence	Parents	Sponsor
Warrenton, VA	Anthony Jones	Charles O'Neill
	Donna O'Neill	

Index: JONES, Mark Anthony Page #, Line #

Enter notation in Baptismal Register or send notification sent to parish of Baptism.

Issue a certificate for Confirmation.

Sample Confirmation Entry with Delegation

Pg #		Left Page: Confirmation	
Date: 10 September 2022			
Baptism and Family Name	Confirmation Name	Age	Place and Date of Baptism
12 May 2023			
JONES, Mark Anthony	St. Francis of Assisi	12	St. John the Evangelist Warrenton, VA 1 Apr. 2010

Right Page: Register		Pg #
Minister: Most Rev. Michael Sanctity		
Residence	Parents	Sponsor
Father William Divine was delegated by Bishop Robert Sanctity on 12 May 2023.		
Warrenton, VA	Anthony Jones Donna O'Neill	Charles O'Neill

Index: JONES, Mark Anthony Page #, Line #

Send notification to parish of Baptism.

Issue a certificate for Confirmation.

- Baptism certificates for both bride and groom - with notations filled in, within 6 months of the upcoming Marriage/wedding date.
- Completion of Marriage preparation program.

Other documents which may be required to demonstrate freedom to marry include the following:

- Death certificate of previous spouse.
- Declaration(s) of nullity of past (invalid) marriage(s).
- Dispensations and/or delegation granted for Marriage.

The information data in the Marriage preparation file are the source for the Marriage Register.

The notation column is for the purpose of noting any permission or dispensation, regardless of the source for the permission/dispensation, and other significant information (for instance, delegation for the minister or Radical Sanation).

Location

The Marriage preparation file for each couple is retained by the parish where the Marriage is recorded in the Marriage Register.

Filing

The file for each couple is to be kept in its own envelope or folder, clearly marked with the parties' names and the date of the Marriage.

Noncurrent pre-marital files can be transferred to parish archives (locked, fire-proof/resistant safe or storage), arranged in alphabetical order by LAST Name or by chronological order.

Retention

The Marriage preparation files are to be retained in hard copy forever.

Files that are 75 years or older may be sent to the Diocesan Archives at the Chancery for proper storage.

Transmission of File

If a legitimate request for a copy of the file is made by an ecclesiastical Tribunal, a photocopy of the file should be sent. The original file should remain in the parish's archives. If the photocopy is returned, it may be destroyed.

Recording Marriage

For Marriages celebrated with recognition by the Church, the following information is to be entered in the Marriage Register:

Contracting Parties:

Groom's name: LAST, First Middle; and

Bride's maiden name: MAIDEN, First Middle (use the order at the top of the column).

If the bride has a different legal name than her maiden name, you may include the legal name by putting the maiden name in parenthesis, e.g. (SMITH) JONES, Mary Ann

Residence: Enter the groom's residence next to his name, and the bride's residence next to hers.

Place and Date of Marriage: Church, City, State, Date

Place and Date of Baptism for each: Church, City, State, Date (each aligned with their names)

Parents: Father's full name and Mother's maiden name, aligned with groom and bride respectively.

Witnesses: Two witnesses or the Marriage (or convalidation) are required, and are most often the best man and maid/matron of honor. Record their First and Last names.

Priest: Celebrant name

Remarks/Notations: Notation of any permissions, dispensations, and delegations obtained for the valid celebration of the wedding, including the protocol number if existing. (e.g., Mixed Marriage notation, Disparity of Worship notation, or Declaration of Nullity).

Marriages are to be added to the index twice: as groom-bride, page number and again as bride-groom, page and line number.

Notation of the Marriage must be made in the Baptism record of each spouse.

Marriage Notations to include in Marriage Registers but not Baptismal Registers

- ***Dispensations*** (which must include the diocese, kind of dispensation, and protocol number):
 - Granted for Mixed Religion (e.g., Arlington Diocese, Disp. MM ####).
 - Granted for Disparity of Worship/Cult (e.g., Arlington Diocese, Disp. DW ####).
 - Granted from Canonical Form (e.g., Arlington Diocese, Disp. CF ####). These Marriages are recorded in the territorial parish where the Marriage occurs.
 - Note the location where the Marriage took place. These Marriages should be recorded in the parish of the Catholic party who requested the dispensation as well as in the records of the curia which granted the Dispensation from Canonical Form.
 - In cases where the proper Pastor is not the one who conducts the prenuptial investigation and submits the petition for a Dispensation from Canonical Form, the NCCB Norms stipulate the Marriage is to be recorded in the parish from which the application from the dispensation was made.
- ***Delegation given to assist at the Marriage.*** If the celebrant of the wedding is not a priest assigned to the diocese or a deacon assigned to the parish, the delegation, his assigned parish, and the city and state should be notated.

Marriage Notations to include in Marriage Registers and Baptismal Register

- ***Convalidation*** (of a previous civil marriage) are recorded in the Marriage Register and the civil marriage indicated in the “Notations” column.
 - Previous Marriages of persons who are being baptized or received into full communion do not need to be entered in the Marriage Register. Their Marriages must be notated in the Baptism Record.
 - If a previous marriage was declared invalid by a tribunal, a notation concerning marriage should be placed in the person’s Baptismal Register in the “Notations” column. Such notations would come from the Tribunal.
 - ***Sanatio in Radice/Radical Sanation*** (A “healing at the root”). This is a process whereby the Church corrects something which was lacking at time of consent. A request for inclusion of this information into a Marriage Register will come from a Tribunal. Please contact the Tribunal for assistance. In the “Notations” column, put the notation “Sanated” with the Diocese, protocol number, and date of sanatio in radice decree.
- ***Declarations of Nullity*** (Annulments) are to be recorded in the Notations column.
 - Include the diocese that declared the marriage null, the protocol number, and the date of ratification.
- ***Other Notations to be included - Restrictions on Future Marriage:***
 - Monitum – cautions whoever prepares the person for another Marriage
 - Vetitum – forbids Remarriage in the Church without clearance of the Tribunal
 These notations should include who issued the restriction, the protocol number, and the effective date. If a restriction is lifted, note that it was lifted and the date. A lifted restriction is not noted on certificates.

Marriage Term	Approved Abbreviation
Declaration	Decl.
Dispensation	Disp.
Delegation	Del.
Canonical	Can.
Protocol	Prot.

Suggested Recording Procedure

1. The person preparing the couple for Marriage should provide records for every couple that has received the Sacrament of Matrimony as well as a Marriage Register Information Form (see sample, page 103).
2. Record the Marriage in the Marriage Register, including any notations. Be sure to add the couple to the index (groom-bride, and again as bride-groom).
3. Add the notations of Matrimony for the couple in parish database. Married couples should not be registered under their parents; rather, create a new household. These adult children must be removed/exported from the registration of their parents (regardless of living arrangements).

4. For individuals baptized at the parish of Marriage, notations must be entered in the Baptismal Register.
5. Notification of Marriage must be sent to the Catholic parish of record of both the bride and the groom with a “Turn-Around” document (see sample on page 61), indicating the Marriage notations to be included in the Baptismal Registers of the bride and/or groom.
6. If your parish issues a “Turn-Around” document, add the returned document to the Marriage preparation file.
7. A Marriage certificate should be issued to the couple based on the information in the Marriage Register.
8. The Marriage preparation file is to be put into permanent storage. It is strongly suggested that these files should be stored by date of Marriage.

When notifications are received from other parishes, the sacramental notations are to be added to your Baptismal Register as soon as possible and the Turn-Around document returned to the parish of Marriage record.

The Marriage celebrated at another parish is not recorded in your parish Marriage Register, as the celebration of Marriage did not occur in your parish.

Sample Marriage Register Information Form

Marriage of _____ - _____ Date: _____
 (GROOM – BRIDE)

GROOM’s NAME: _____
 LAST First Middle

Groom’s Residence/Street Address: _____
 City: _____ State: _____ Telephone: _____
 Email: _____

BRIDE’s NAME: _____
 MAIDEN LAST (if different) First Middle

Bride’s Residence/Street Address: _____
 City: _____ State: _____ Telephone: _____
 Email: _____

Place of Marriage: _____
 City: _____ State: _____ License # _____

Groom’s Baptismal Church: _____
 City: _____ State: _____ Date of Baptism: _____

Bride’s Baptismal Church: _____
 City: _____ State: _____ Date of Baptism: _____

Parents of:	GROOM	BRIDE
Father’s Name		
Mother’s Maiden Name		

Witnesses: _____ and _____

Celebrant: _____

Notations:

Dispensations (noted in Marriage Register, not in the Baptism Register):

MM _____ DW _____ DC _____ Can. Form _____

Declarations (noted in the Marriage Register AND in the Baptism Register):

Convalidation Annul. _____ Sanation _____

Delegation: _____

Other: Monitum _____ Vetitum _____ Lifted Date: _____

- Turn-Around document(s) Sent Returned Certificate made and sent Marriage File in storage
- New Parish Registration made Envelopes ordered Add to mailing lists

Sample Marriage Register Entry

(Example using St. John the Evangelist Church)

Left Page: Marriage			
Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism
SMITH, Michael	Warrenton, VA	St. John the Evangelist Warrenton VA	St. John the Evangelist Warrenton, VA
			27 Sept. 1984
JONES, Wendy	Berryville, VA	1 Dec. 2019	St. Brigid of Ireland Berryville, VA
			12 July 1987

Right Page: Register			
Parents	Witnesses	Priest	Banns, Dispensations, Remarks:
Mitchell Smith	Scott O'Neill	Rev. William Divine	
Judith Ames			
Hank Jones	Sandra Jones		
Kathleen Sullivan			

Index: SMITH-JONES, Page #, Line # *and* JONES-SMITH, Page #, Line #

Groom's Baptismal Register notation: Married Wendy Jones 1 Dec. 2019, St. John the Evangelist, Warrenton, VA.

Bride's Baptismal Register notation: Married Michael Smith: 1 Dec. 2019, St. John the Evangelist, Warrenton, VA.

Notification and "Turn-Around" document sent to parish of bride's Baptism (husband baptized in parish of Marriage, Notification is not sent but made in groom's Baptismal Register). Notification should read: Wendy Jones, baptized on 12 July 1987 at your parish *Married Michael Smith 1 Dec. 2019, St John the Evangelist, Warrenton, VA.*

Sample Marriage Register Entry (both parties not from church of Marriage)

(Example using St. Peter's Church)

Left Page: Marriage			
Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism
SMITH, Michael	Warrenton, VA	St. Peter's Washington, VA	St. John the Evangelist Warrenton, VA
			27 Sept. 1984
JONES, Wendy	Berryville, VA	1 Dec. 2019	St. Brigid of Ireland Berryville, Va.
			12 July 1987

Right Page: Register			
Parents	Witnesses	Priest	Banns, Dispensations, Remarks:
Mitchell Smith	Scott O'Neill	Delegated celebrant Rev. William Divine	Delegation by Rev. John Credo for Marriage of Smith-Jones 1 Dec. 2019
Judith Ames			at St. Peter, Washington, VA
Hank Jones	Sandra Jones	Prepared by Rev John Credo, St. Brigid, Berryville	
Kathleen Sullivan			

Index: SMITH-JONES, Page #, Line # and JONES-SMITH, Page #, Line #

Notification and Turn-Around document sent to parish of bride's Baptism and to the parish of groom's Baptism.

Notification/Turn-Around document to bride's parish of Baptism should read: Wendy Jones, baptized on 12 July 1987 at your parish *Married Michael Smith 1 Dec. 2019, St. Peter, Washington, VA.*

Groom's Baptismal Register notation: Married Wendy Jones 1 Dec. 2019, St. Peter, Washington, VA.

Notification/Turn-Around document to groom's parish of Baptism should read: Michael Smith, baptized on 27 September 1984 at your parish *Married Wendy Jones 1 Dec. 2019, St. Peter, Washington, VA.*

Bride's Baptismal Register notation: Married Michael Smith: 1 Dec. 2019, St. Peter, Washington, VA.

The Marriage file is to be kept, and recorded at St. Peter's because the Marriage occurred there.

Special Circumstances

Marriage Outside a Parish Church

When a Marriage is celebrated in a location other than a parish church, such as a chapel, the proper parish for the Marriage record is the territorial parish of that location.

When a dispensation of Canonical Form is granted, the proper parish for the Marriage record is the parish which prepared the couple for Marriage and requested the necessary dispensation. This is normally the parish of the Catholic party.

Sample Marriage Outside a Parish Church (in jurisdiction)

(Example using St. John the Baptist Church)

Left Page: Marriage			
Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism
SMITH, Michael	Front Royal, VA	Christendom College Chapel	St. John the Baptist Front Royal, VA
			27 Sept. 1984
JONES, Wendy	Berryville, VA	1 Dec. 2019	St. Brigid of Ireland Berryville, Va.
			12 July 1987

Right Page: Register			
Parents	Witnesses	Priest	Banns, Dispensations, Remarks:
Mitchell Smith	Scott O'Neill	Rev. William Divine	
Judith Ames			
Hank Jones	Sandra Jones		
Kathleen Sullivan			

Index: SMITH-JONES, Page #, Line # and JONES-SMITH, Page #, Line #

Notification and Turn-Around document sent to parish of bride's Baptism (as husband baptized in parish of Record [Christendom Chapel is within the Territorial boundaries], notation made in groom's Baptismal Register).

Groom's Baptismal Register notation: Married Wendy Jones: 1 Dec. 2019, Christendom College Chapel.

Notification/Turn-Around document to bride's parish of Baptism should read: Wendy Jones, baptized on 12 July 1987 at your parish *Married Michael Smith 1 Dec. 2019, Christendom College Chapel, Record at St. John the Baptist, Front Royal, VA.*

Bride's Baptismal Register notation: Married Michael Smith: 1 Dec. 2019, Christendom College Chapel, Record at St. John the Baptist, Front Royal, VA

Marriage Notations in Marriage Register, but Not Baptismal Register

Sample Marriage Register – Dispensation of Disparity of Worship

(Example using St. John the Evangelist Church)

Left Page: Marriage			
Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism
SMITH, Michael	Warrenton, VA	St. John the Evangelist Warrenton, VA	St. John the Evangelist Warrenton VA
			27 Sept. 1984
JONES, Wendy	Berryville, VA	3 Mar. 2022	unbaptized

Right Page: Register			
Parents	Witnesses	Priest	Banns, Dispensations, Remarks:
Mitchell Smith	Scott Smith	Rev. William Divine	Arlington Diocese Disp. DW ###
Judith Ames			
Hank Jones	Sarah Hughes		
Kathleen Sullivan			

Index: SMITH-JONES, Page #, Line # and JONES-SMITH, Page #, Line #

Notification of fact of Marriage added to groom’s parish of record Baptismal Register, not dispensation. No notification sent to bride’s Church, as she is not baptized.

Groom’s Baptismal Register notation: Married Wendy Jones 3 Mar. 2022, St. John the Evangelist, Warrenton, VA.

Sample Marriage Register – Dispensation of Mixed Marriage

(Example using St. John the Evangelist Church)

Left Page: Marriage			
Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism
SMITH, Michael	Warrenton, VA	St. John the Evangelist Warrenton, VA	St. John the Evangelist Warrenton VA
			27 Sept. 1954
JONES, Wendy	Berryville, VA	3 Mar. 2022	Bethel Baptist Church Alexandria, VA
			25 Sept. 1956

Right Page: Register			
Parents	Witnesses	Priest	Banns, Dispensations, Remarks:
Mitchell Smith	Scott Smith	Rev. William Divine	Both Bride and Groom previously widowed
Judith Ames			Arlington Diocese Disp. MM, ###
Hank Jones	Sarah Hughes		
Kathleen Sullivan			

Index: SMITH-JONES, Page #, Line # and JONES-SMITH, Page #, Line #

Notification of fact of Marriage added to groom’s parish of record Baptismal Register, not the dispensation. No notification sent to bride’s Church, as she is not Catholic.

Groom’s Baptismal Register notation: Married Wendy Jones 3 Mar. 2022, St. John the Evangelist, Warrenton, VA

Sample Marriage Register – Dispensation of Canonical Form (example of widows)

(Example using St. John the Evangelist Church)

Left Page: Marriage			
Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism
SMITH, Michael	Warrenton, VA	Bethel Baptist Church Alexandria, VA	St. John the Evangelist Warrenton VA
			27 Sept. 1954
JONES, Wendy	Berryville, VA	3 Mar. 2022	Bethel Baptist Church Alexandria, VA
			25 Sept. 1956

Right Page: Register			
Parents	Witnesses	Priest	Banns, Dispensations, Remarks:
Mitchell Smith	Scott Smith	Rev. William Divine	Both Bride and Groom previously widowed
Judith Ames			Arlington Diocese Disp. CF, ###
Hank Jones	Sarah Hughes		
Kathleen Sullivan			

Index: SMITH-JONES, Page #, Line # and JONES-SMITH, Page #, Line #

Notification of fact of Marriage added to groom’s parish of record Baptismal Register, not the dispensation. No notification sent to bride’s Church, as she is not Catholic.

Groom’s Baptismal Register notation: Married Wendy Jones 3 Mar. 2022, St. John the Evangelist, Warrenton, VA

Marriage preparation file kept at Groom’s parish, from which the Dispensation of Canonical Form was requested.

Sample Marriage Register – Delegation to assist at the Marriage

(Example using Holy Trinity Church)

Left Page: Marriage			
Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism
SMITH, Michael	Warrenton, VA	Holy Trinity, Gainesville, VA	St. John the Evangelist Warrenton, VA
			27 Sept. 1984
JONES, Wendy	Gainesville, VA	1 Dec. 2019	Holy Trinity Gainesville, VA
			12 July 1987

Right Page: Register			
Parents	Witnesses	Priest	Banns, Dispensations, Remarks:
Mitchell Smith	Scott O'Neill	Deacon Michael Dei	Delegation to Deacon Michael Dei, St. Agnes, Diocese of Denver, CO, for Marriage of Smith-Jones 1 Dec. 2019 At Holy Trinity, Gainesville
Judith Ames			
Hank Jones	Sandra Jones	Prepared by Rev. John Credo Holy Trinity	Arlington Diocese, 1 Dec. 2019
Kathleen Sullivan			

Index: SMITH-JONES, Page #, Line # and JONES-SMITH, Page #, Line #

Notification sent to Groom’s Parish of Baptism. Marriage occurred in Bride’s parish of record, so notation is made in Bride’s Baptismal Register.

Notification/Turn-Around document to Groom’s parish of record should read: Michael Smith, baptized on 27 Sept. 1984 at your parish *Married Wendy Jones 1 Dec. 2019, Holy Trinity, Gainesville, VA.*

Groom’s Baptismal Register notation: Married Wendy Jones 1 Dec. 2019, Holy Trinity, Gainesville, VA.

Bride’s Baptismal Register notation: Married to Michael Smith 1 Dec. 2019, Holy Trinity, Gainesville, VA

Marriage Notations in Marriage Register, *and* in Baptismal Register

Convalidation (Validation of a Previously Civil Marriage)

When a Marriage is convalidated, the data concerning the Convalidation is to be placed in the usual columns. The date of the Convalidation is placed in the “Date of Marriage” column. The date and location of the original ceremony may be recorded in the “Notations” column.

Radical Sanation

When a Marriage is convalidated by Radical Sanation, the date of the Decree of Sanation is indicated in the “Date of Marriage” column. The “Notations” column with note the date and location of the original ceremony, the Diocese that granted the Sanation, and the protocol number. For a Radical Sanation, please contact the Tribunal for assistance.

Sample Marriage Register – Convalidation

(Example using St. John the Evangelist Church)

Left Page: Marriage			
Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism
SMITH, Michael	Warrenton, VA	St. John the Evangelist Warrenton, VA	St. John the Evangelist Warrenton VA 27 Sept. 1984
JONES, Wendy	Berryville, VA	26 Aug. 2022	Valley United Methodist Berryville, VA 12 July 1987

Right Page: Register			
Parents	Witnesses	Priest	Banns, Dispensations, Remarks:
Mitchell Smith	Scott Smith	Rev. William Divine	Convalidation
Judith Ames			Civil ceremony:
Hank Jones	Sarah Smiley		Alexandria, VA 1 Dec. 2010
Kathleen Sullivan			Arlington Diocese Disp. MM ###

Index: SMITH-JONES, Page #, Line # *and* JONES-SMITH, Page #, Line #

Notation added to groom’s Baptismal Register. No notification sent to Bride’s Church, as she is not Catholic.

Groom’s Baptismal Register notation: Convalidation, Married Wendy Jones: 26 Aug 2022, St. John the Evangelist, Warrenton, VA

NOTE: Two witnesses are required for Convalidations.

Sample Marriage Register – Radical Sanation

(Example using St. John the Evangelist Church)

Left Page: Marriage			
Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism
SMITH, Michael	Warrenton, VA	St. John the Evangelist Warrenton, VA	St. John the Evangelist Warrenton VA
			27 Sept. 2021
JONES, Wendy	Berryville, VA	3 Mar. 2020	unbaptized

Right Page: Register			
Parents	Witnesses	Priest	Banns, Dispensations, Remarks:
Mitchell Smith	Scott Smith	Judge Robert Smith	Married Wendy Jones
Judith Ames			Fauquier County Court House, 30 May 1999
Hank Jones	Sarah Hughes		Sanated, Arlington Diocese, Prot. ###, 3 Mar 2020
Kathleen Sullivan			

Index: SMITH-JONES, Page #, Line # and JONES-SMITH, Page #, Line #

Groom’s Baptismal Register notation: Married Wendy Jones: Sanated Arlington Diocese, Prot. ###, 3 Mar. 2022, St. John the Evangelist, Warrenton VA

No notification sent to bride’s parish, as she is not baptized.

Sample Marriage Register – Annulment

(Example using St. John the Evangelist Church)

Left Page: Marriage			
Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism
SMITH, Michael	Warrenton, VA	St. John the Evangelist Warrenton, VA	St. John the Evangelist Warrenton VA
			27 Sept. 1984
JONES, Wendy	Berryville, VA	26 Aug. 2020	Valley United Methodist Berryville, VA
			12 July 1987

Right Page: Register			
Parents	Witnesses	Priest	Banns, Dispensations, Remarks:
Mitchell Smith	Scott Smith	Rev. Hamilton Williams	Arlington Diocese Disp. MM 20-2020, 26 Aug. 2020
Judith Ames			Decl. of Nullity: Smith-Jones
Hank Jones	Sarah Smiley		Arlington Diocese, Prot. #### 7 Dec. 2022.
Kathleen Sullivan			

Index: SMITH-JONES, Page #, Line # *and* JONES-SMITH, Page #, Line #

Notations added to groom’s Marriage and Baptismal Registers. No notification sent to Bride’s Church, as she is not Catholic.

Groom’s Baptismal Register notation: Decl. of Nullity, Smith-Jones: 7 Dec. 2022.

Some Death Registers have two lines, others only have one. In the case of Death Registers with two lines, the first line is for the funeral, the second line is for the burial. Record an entry as follows:

Name of Deceased: LAST First Middle

Some books include the Residence: Street, City, State

Age: Age (at time of death)

Parents, Wife or Husband: Parents of a minor, Spouse if married, Children or Next of Kin (with their relations noted in parenthesis)

Date of Death: (city, state, date)

Date of Burial: date

Attending Priest/Sacrament: (if using the small register) Or Sacraments (if using the large register): Anointing of the Sick, Viaticum, Confirmation, and Marriage Validations and celebrants.

Place of Burial: (“Place of Burial/Remarks” if using the small register). Cemetery Remarks include the funeral and celebrant.

- If buried in the parish cemetery, it is customary to add the plot number.
- Cremation should be noted in the “Place of Burial/Remarks” column.
- Additional information may include the funeral home, next of kin, cause of death (if known – and only if taken from an official death certificate), vigil place, celebration of rites and interment.

No death or funeral certificate is issued. No notice of death notification needs to be sent to the church of Baptism.

The data needed for the Death Register is ordinarily provided by the funeral director. Burial permit books do not satisfy the conditions of a permanent Death Register.

When the body is cremated, no reference to the date or place of cremation is made in the Death Register. However, the fact of cremation should be recorded as well as the date and place of the ashes’ interment.

Sample Entry: Small Book

Left Page: Death		
Name	Age	Parents, Wife or Husband
SMITH, Anthony Edward	49	Mary Smith (wife)

Right Page: Register		
Date of Death Date of Burial	Attending Priest Sacraments	Place of Burial Remarks
24 April 2019	Anointing of the Sick Rev. Mark Gospel	Funeral, Date: 26 April 2019 Rev. Joseph Vest
25 May 2019	Viaticum Rev. Joseph Vest	Burial, Forever Cemetery plot 86, Rev. Joseph Vest

Index: SMITH, Anthony Edward Page #, Line #

No notifications sent to parish of Baptism.

Sample Entry: Large Book

Left Page: Death			
Name of Deceased	Residence	Age	Parents, Wife or Husband
SMITH, Anthony Edward	Carmel, California	49	Mary Smith (wife)

Right Page: Register				
Date of Death	Sacraments	Priest	Place and Date of Burial	Remarks
24 April 2019	Anointing of the Sick	Rev. Joseph Vest	Forever Cemetery 25 May 2019	Funeral Mass, 26 April 2019 Rev. Joseph Vest; Cremated, interred remains Rev. Joseph Vest

Index: SMITH, Anthony Edward Page #, Line #

No notifications sent to parish of Baptism.

Sample Funeral Outside of Mass: Large Book

Left Page: Death			
Name of Deceased	Residence	Age	Parents, Wife or Husband
SMITH, Anthony Edward	Carmel, California	49	Mary Smith (wife)

Right Page: Register				
Date of Death	Sacraments	Priest	Place and Date of Burial	Remarks
24 April 2019		Rev. Joseph Vest	Forever Cemetery 25 May 2019	Funeral Outside of Mass 16 April 2019 Internment Plot 68

Index: SMITH, Anthony Edward Page #, Line #

No notifications sent to parish of Baptism.

Sample Funeral Mass Entry, Cremated: Large Book

Left Page: Death			
Name of Deceased	Residence	Age	Parents, Wife or Husband
SMITH, Anthony Edward	Carmel, California	49	Mary Smith (wife)

Right Page: Register				
Date of Death	Sacraments	Priest	Place and Date of Burial	Remarks
24 April 2019	Viaticum	Rev. Mark Gospel	Forever Cemetery 24 April 2019	Funeral Mass, Rev. Mark Gospel Cremated, interred remains Rev. Joseph Vest

Index: SMITH, Anthony Edward Page #, Line #

No notifications sent to parish of Baptism.

Sample Memorial Mass with no body available Entry: Large Book

Left Page: Death			
Name of Deceased	Residence	Age	Parents, Wife or Husband
Smith, Anthony Edward	Carmel, California	49	Mary Smith (wife)

Right Page: Register				
Date of Death	Sacraments	Priest	Place and Date of Burial	Remarks
24 April 2019		Rev. Mark Gospel	Forever Cemetery 25 May 2019	Memorial Mass, no body found due to drowning Rev. Mark Gospel

Index: SMITH, Anthony Edward Page #, Line #

No notifications sent to parish of Baptism.

Reference Materials:

Canon Law: [Code of Canon Law: Table of Contents \(vatican.va\)](#)

Guidelines for Sacramental Records, Diocese of Kalamazoo

Handbook for Sacramental Records, Roman Catholic Archdiocese of Los Angeles

Handbook for Sacramental Records, Roman Catholic Diocese of Dallas

Sacramental Records Handbook, Diocese of Charleston

Norms for Mandatory Sacramental Registers, Diocese of Sacramento

For Training:

Contact the Office of Faith Formation or the Catholic Education Center
(www.catholiceducationcenter.com).

For register reviews or in-house training contact AutoCarrot (www.autocarrot.com).