



Request for Church Baptism Record

PART 1:

Contact Information

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Reason for this Request: _____
(e.g. genealogy, family research, passport, government documents)

Are you requesting your own record? _____

Requested Record – BAPTISM

Please fill out this section, to the best of your ability. Gaps in information may lead to incomplete results.

LAST NAME:
(at time of baptism) _____

GIVEN NAME(s): _____

BIRTH DATE: _____ BIRTHPLACE: _____
(or estimated year) (if known)

PARENTS
NAMES: _____

BAPTISM DATE: _____ CHURCH: _____
(or estimated year)

LOCATION: _____
(e.g. town, city, municipality, village, or closest likely community involved in the baptism)

NOTE: Fees are calculated based on the number of individuals, events, and number of registers we are asked to look in. You will be contacted to confirm you accept the fees (or not), before we carry out a search.

If the record is found, I would like the transcript be directed to me by *(check one or both)*

____ E-MAIL at this address: _____

____ MAIL
(Canada only) at this address: _____

I agree that the information provided to me will be used for the reason stated above and will not be used for any unlawful or improper purposes.

Signature: _____ Date: _____
(Person Requesting Records)

If you are requesting your own record, you are done after the signature! However, if your request is for someone else's record, DON'T STOP HERE – continue on to PART 2.

Last modified August 29, 2023



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PART 2:

Access to Records

If you are requesting another person's baptism record, please complete this section (check all that apply).

- This baptism occurred more than 100 years ago.
- I am the parent or guardian named in the baptism record.
- I am the legal representative of the person named in the baptism record.
- I am the child of the person named in the baptism record.
- I have *written authorization* from the person named in the baptism record.

My relationship is: _____

Signature: _____

Date: _____

(Person Requesting Access)

Baptism records become open to the public 100 years after the event took place. Prior to that, access is limited, in order to protect the personal information of individuals, in accordance with United Church of Canada and Living Skies Regional Council privacy policies and relevant legislation.

Authorization

For these purposes, *written authorization* may take the form of an attached **signed letter of consent** **OR the completed and signed "Consent to Release Information" statement** (below).

CONSENT TO RELEASE INFORMATION*

I, _____, give my consent to release the requested
(Name of person authorizing release – PRINTED)

RECORD OF BAPTISM to _____
(Name of person being authorized – PRINTED)

Signature: _____

Date: _____

Exceptions

If the person named in the baptism record is deceased and you have a valid reason for needing the record but are not authorized under any of the listed conditions, you may still request access. Please provide your explanation in writing (by e-mail or regular post).

If you have questions or need further clarification, e-mail the Living Skies Regional Council Archivist, at livingskiesarchives@united-church.ca or phone 306-704-0181.