



The United Church of Canada, Living Skies Regional Council – Archives

Living Skies Regional Council, 60A Athabasca St. E., Moose Jaw, Saskatchewan S6H 0L2

livingskiesarchives@united-church.ca | www.livingskiesrc.ca/resources/archives/

Request for Church Marriage 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 – MARRIAGE

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

SPOUSE 1:

(Name at Marriage) _____

SPOUSE 1 – PARENTS: _____

SPOUSE 2:

(Name at Marriage) _____

SPOUSE 2 – PARENTS: _____

MARRIAGE DATE: _____ CHURCH: _____

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

NOTE: Fees are calculated based on the number of 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: _____
(Person Requesting Records)

Date: _____

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 marriage record, please complete this section (check all that apply).

- This marriage occurred more than 80 years ago.
- I am the legal representative of one/both persons named in the marriage record.
- I am the child of the persons named in the marriage record.
- I have *written authorization* from one/both persons named in the marriage record.

My relationship is: _____

Signature: _____
(Person Requesting Access)

Date: _____

Marriage records become open to the public 80 years after the event took place. Prior to that, access is limited, in order to protect the personal information of the 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 MARRIAGE to _____
(Name of person being authorized – PRINTED)

Signature: _____ Date: _____

Exceptions

If both parties are 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 to the records. 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.