



ST. BARTHOLOMEW PARISH

59 Heather Road, Scarborough, Ontario M1S 2E2 | 416-291-5250 | st.barts@archtoronto.org

REQUEST FOR UPDATED BAPTISMAL CERTIFICATE

PRIVACY AND SUBMISSION:

Certificates are issued only to the adult named in the record, the parent/legal guardian of a minor under 18, or an authorized representative. Email this completed form with a copy of one valid government-issued photo ID. We will notify you by email when the certificate is ready for pickup.

REQUESTER INFORMATION

Request made by: ☐ Self	☐ Parent/Legal Guardian of a Minor	☐ Authorized Representative*
Requester's Full Name:	Phone Number:	Active Email Address:

*A signed Letter of Authorization is required for an authorized representative.

BAPTIZED PERSON

Last Name:	First Name:	Middle Name:
Name at the time of Baptism (if different):	Date of Birth:	Place of Birth (City, Province/State, Country):
Phone Number:	Active Email Address:	Current Legal Name (if different):
Date of Baptism (if known):	Parish of Baptism:	City/Country of Baptism:

PARENT INFORMATION

Father's Last Name:	First and Middle Name(s):	Religious Denomination:
Mother's Maiden Last Name:	First and Middle Name(s):	Religious Denomination:

SACRAMENTAL RECORD UPDATES - COMPLETE ONLY WHAT YOU CAN REMEMBER

Confirmation: ☐ Yes ☐ No	Date/Year:	Parish and City:
Marriage in the Catholic Church: ☐ Yes ☐ No	Date:	Parish and City:
Spouse's Full Legal Name:	Officiating Priest/Deacon:	Other Sacramental Notes:

Please provide a copy of your Confirmation Certificate or Catholic Marriage Certificate only if requested by the parish office.

REASON FOR REQUEST

☐ Marriage ☐ Proof of Birth	☐ Godparent/Sponsor ☐ Catholic School	☐ RCIA/Reception into the Church ☐ Other: _____
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PICKUP AUTHORIZATION

☐ I will pick up the certificate myself.	☐ I authorize someone else to pick it up.
Relationship to the Baptized Person:	Authorized Person's Full Name:

PROCESSING AND PICKUP: Certificates are normally prepared on Thursdays and are generally available the following business day. Please wait for an email confirming that your certificate is ready before visiting the parish office. A **\$10 donation is requested to help offset the administrative costs of preparing your certificate**, including paper, toner, and envelopes. Cash or cheque is accepted. Donations received will be directed to the parish Building Fund.

OFFICE USE ONLY

Date Received:		Prepared By:	
Claimed By:		Date Released:	
Donation:		Released By:	