



# ST. MARY MAGDALEN PARISH/ST. JOHN MISSION

8517 7<sup>th</sup> Ave SE, Everett, Washington 98208-2044

425-353-1211



## SACRAMENTAL RECORDS REQUEST FORM

I, \_\_\_\_\_

hereby request a copy of my record of \_\_\_\_\_ [name of sacrament]. I was

born on \_\_\_\_/\_\_\_\_/\_\_\_\_ and received sacrament on \_\_\_\_/\_\_\_\_/\_\_\_\_ under the name

\_\_\_\_\_ [use maiden name if applicable] at the church of

\_\_\_\_\_ in the city of

\_\_\_\_\_, Washington by the Rev. \_\_\_\_\_.

My father's name is \_\_\_\_\_, and my mother's

name is \_\_\_\_\_ [use maiden name].

I declare that I am not requesting the sacramental record of another individual, and I understand that to do so violates the access policies of the Archdiocese of Seattle.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature Date

\_\_\_\_\_  
Street address City/Town State Zip Code

\_\_\_\_\_  
Telephone Email Address

Please print form and include a photocopy of your government issued photo ID with a check payable to St. Mary Magdalen. This form, together with the photocopy of your photo ID, can also be emailed to: [rstaley@smparish.org](mailto:rstaley@smparish.org) Certificate to be mailed once payment has been received.

OFFICE USE ONLY		NOTES:
<input type="checkbox"/>	PHOTO COPY OF DRIVER'S LICENSE	
<input type="checkbox"/>	\$10.00 PROCESSING FEE: CASH _____ CHECK # _____	
DATE COMPLETED /MAILED: _____		INITIALS _____



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

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