

ARCHDIOCESE OF CHICAGO

Joseph Cardinal Bernardin
Archives & Records Center
711 West Monroe
Chicago, Illinois 60661
(312) 534-4400
Fax (312) 831-0610



School Records Ext. 4410
Sacramental Records Ext. 4410
Archival Services Ext. 4420
Secretary Ext. 4450
Researchers Ext. 4420

SACRAMENTAL RECORDS RELEASE POLICY

The following policy has been adopted by the Archives and Record Center of the Archdiocese of Chicago regarding the release of sacramental records.

GENERAL POLICIES:

1. The Archives issues information only from the institutions whose records it maintains. All requests for records from institutions which still maintain their own records must be contacted directly.
2. Sacramental records dating after January 1, 1926, are available only to authorized recipients and are not available to the public. See the Archives genealogy policy for more information on pre-1926 records.
3. Records are mailed unless an In-Person Pick-Up is indicated in writing. (See "Procedures In-Person Records Pick-Up" below)
4. No information will be given out over the phone except to verified officials of the Archdiocese of Chicago.
5. Faxed requests for records will not be accepted, nor will records be faxed.
6. Records will not be sent to a Post Office Box number.
7. Original records do not leave the Archives and Record Center.
8. "Official" record copies have an Archdiocesan seal and an accompanying letter of authenticity.
9. Sacramental certificates requested by Roman Catholic clergy or designates for the purposes of canonical investigations are released free of charge. Only these requests can come through fax or email. These certificates will be stamped "For Canonical Investigation Only."
9. Authorized recipients will not be allowed to preview their records before copying and on-site viewing of sacramental records is prohibited.
10. All record searches will be completed within seven to ten business days upon receipt of the request.
11. All information on a sacramental certificate appears exactly as it appears in a sacramental register. Corrections to spelling, changes of dates, and name changes will only be made upon presentation of a valid, certified civil birth or marriage certificate.
12. Exceptions to this policy may be granted only at the discretion of the Chancellor.

AUTHORIZED RECIPIENTS OF SACRAMENTAL RECORDS:

1. The individual named in the record (if over age 18 or an emancipated minor);
2. A parent or legal guardian of the individual (if individual is under age 18);
3. Officials of the Archdiocese;
4. Roman Catholic clergy or other designates in canonical investigations.
5. Next of kin of deceased individuals (legal proof required);

6. Other parties as designated by persons 1 through 3 above (with specific written permission);
7. Other parties as designated or permitted by court order, subpoena, summons, or State or Federal statute.

PROCEDURES TO OBTAIN SACRAMENTAL RECORDS:

1. There are **two** ways to obtain sacramental records. The first and preferred method is to obtain and complete a **SACRAMENTAL RECORDS REQUEST FORM** which is available at the Record Center and on the website. The second method is to provide the following information in writing:
 - A. Name of parish;
 - B. Name of sacrament;
 - C. Name of recipient of sacrament;
 - D. Approximate date and year of sacrament;
 - E. Name, address, daytime phone number, and signature of the person making the request;
 - F. Requests for Baptismal Records must also contain the following information regarding the individual named in the record:
 - a. Date of birth;
 - b. Name(s) of parent(s)
 - G. Cash or money order;
 - H. Photocopy of picture ID (driver's license, state ID, passport). If the ID is not available, the request letter must be notarized.

PROCEDURES FOR IN-PERSON RECORDS PICK UP:

1. Individuals wishing to pick up records must provide a daytime telephone number.
2. Notification will be given by phone when the records are ready for pick-up.
3. Parties other than the individual named on the record must present written permission from the named individual specifically authorizing the third party to receive the certificate (except for requests for the certificate of a minor or overseas military personnel). Requests for in-person pick-up of certificates must be made in advance.
4. Records may be picked up at the Archdiocese of Chicago's Joseph Cardinal Bernardin Archives and Records Center, 711 West Monroe in Chicago, between the hours of 9:00 AM and 4:45 PM, Monday through Friday (except federal and religious holidays).

FEES:

1. All requests for sacramental records must be accompanied by a non-refundable fee. Requests for records dated prior to 1926 (genealogical) are **\$20.00** per certificate. Requests for records after 1926 are **\$10.00** per certificate.
2. All fees should be submitted in United States currency by cash or money order payable to: Archdiocese of Chicago. Personal checks are not accepted.
3. Requests for Certified Mail Service require an additional fee of the current charge for this service.

4. Sacramental certificates requested by Roman Catholic clergy or designates for the purpose of canonical investigations are released free of charge.
5. Waivers of fees will be granted only under extraordinary circumstances at the discretion of the Chancellor.

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Approved March 16, 1989