

Joseph Cardinal Bernardin Archives and Records Center

STUDENT RECORDS RELEASE REQUEST

Request Date: _____

Name of School Attended: _____

Name While Attending School: _____

Date of Birth: _____ Year of Graduation Withdrawal Transfer: _____

Records Requested: Transcript (\$10) Medical* (\$10)
 Directory Information (\$20) Verification Letter (\$10)
 Other:
* Not available for all schools

Requestor: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Send to: _____

Address: _____

City: _____ State: _____ ZIP: _____

Attention: _____

Signature of Student and/or Guardian

The non-refundable initial research fee and a copy of a state-issued photo ID must accompany this form. The fee for a copy of an official transcript, medical record, or verification letter is \$10. Directory information requests are \$20. Cash, cashier's checks, or money orders are acceptable forms of payment. Personal checks and credit cards are not accepted. Payments should be made to the Archdiocese of Chicago. Please see reverse for more information.

GENERAL POLICIES:

1. The Archives issues information only from the institutions whose records it maintains: closed archdiocesan parishes, schools, and orphanages in Cook and Lake County. All open institutions maintaining their own records must be contacted directly.
2. Requests must be submitted in writing using the appropriate form, accompanied by a state-issued photo ID and fee as outlined below. No information is given out by phone.
3. The Archives does not maintain a central registry or index of all sacraments or student records in the archdiocese. Records must be searched by parish or school. Archives will search up to two sites if exact location is unknown.
4. Requesters will not have access to original records, only official or genealogical copies, or summary information.
5. Requests will be completed within 7 to 10 business days.

AUTHORIZED RECIPIENTS OF RECORDS:

1. Sacramental and orphanage records after December 31, 1925, and all student files are restricted and only available to:
 - a. The person named in the record (if over age 18 or an emancipated minor);
 - b. A parent or legal guardian of the person named in the record (if the person is under age 18 or incapacitated);
 - c. Other parties as designated in writing by person (a or b) above;
 - d. Other parties as designated by court order, subpoena, summons, or statute.
2. Pre-1926 sacramental information, pre-1926 directory information from orphanage files, and directory information from all school records is unrestricted. Anyone can request it.
3. If person (a) above is deceased, or if a sealed record is required for dual citizenship purposes, the following additional documentation is required. If the original documents are not available, notarized copies are acceptable. All documentation will be returned.
 - a. Original death certificate of the deceased person;
 - b. Original birth, baptismal, or marriage certificate proving next-of-kin status;
 - c. If the requester is more than one generation removed from the person named in the record, original death certificates must be provided for each generation.

FEES:

A non-refundable research fee (cash, money order, or cashier's check) must accompany all requests. Credit cards and personal checks are not accepted. Payment should be made out to Archdiocese of Chicago.

1. \$10 for restricted information: sealed transcript, education verification letter, personal orphanage file, personal sacramental record;
2. \$20 for unrestricted information: genealogical sacramental record, school/orphanage directory information;
3. \$50 for an official, sealed sacramental record for dual citizenship purposes. This will bear a red-ink "for genealogical purposes" stamp.

Joseph Cardinal Bernardin Archives & Records Center
711 West Monroe Street
Chicago, IL 60661
tel 312.534.4400
fax 312.831.0610

School Records:	312.534.4401
Sacramental Records:	312.534.4410
Archival Services:	312.534.4420
Secretary:	312.534.4450
Researchers:	312.534.4420