



Joseph Cardinal Bernardin Archives and Records Center

DOCUMENTATION REQUIRED TO CORRECT SACRAMENTAL REGISTERS

Sacramental records must be issued exactly as the information is written in the sacramental register. If the name or birthdate of the record owner is incorrect, or if the parent's name(s) of the record owner are incorrect, the sacramental register can be corrected. Please present the following information to the Archdiocese of Chicago's Archives and Records Center:

- **An original birth certificate of the record owner. An original birth certificate has a raised or shiny seal.**
- **In lieu of an original birth certificate, notarized copies of the original document are accepted. A notarized copy is a copy of the original birth record that has been authenticated with the stamp of a notary public.**
- **In the mailing of the birth records, please include the sacramental record with the incorrect name/ birthdate. Once the sacramental register is updated, a corrected certificate is issued, and the \$10.00 processing fee is waived.**

All documents received, whether original birth records or notarized copies, are returned to the sender.

Documents should be mailed to the following address:

Archdiocese of Chicago
Archives and Records Center
711 West Monroe Street
Chicago, IL 60661

If there are questions, please call 312.534.4410.