



Joseph Cardinal Bernardin Archives and Records Center

DOCUMENTATION REQUIRED FOR SACRAMENTAL RECORD REQUESTS RELATED TO DUAL CITIZENSHIP APPLICATIONS

NOTE: The following information pertains only to sacramental records held at the Archdiocese of Chicago's Archives and Records Center.

Visit archives.archchicago.org for the following information:

- **Sacramental Record Request Form** — Found in the tab entitled "Request a Record".
- **Genealogy Resources** — This tab contains a parish-by-parish list of sacramental registers held at the Archives Department. Review this list prior to submitting a record request. Not all sacramental records are held at the Archives Department. If the record is held at a facility outside of the Archives Department, please contact the facility directly to determine how to request a sacramental record for use with a dual citizenship application.

Once you are certain that Archives holds the needed records, please complete the following steps:

- Complete the Sacramental Record Request Form.
- Enclose copy of the requestor's state-issued ID.
- Enclose \$50.00 non-refundable payment (cash, personal check, money order or cashier's check — all checks payable to the Archdiocese of Chicago). Each type of certificate requested (i.e., Baptism, Confirmation, etc.) is a \$50.00 fee. Additional certificates of the **same record** are \$5.00 per copy.
- Some type of documentation must be submitted which indicates the sacramental record is needed for dual citizenship (i.e., copy of first few pages of citizenship application, correspondence from embassy etc.).
- Proof of lineage to person named on the sacramental record is required. Lineage is proven through birth/death records and the following must be submitted:
 - Requestor's original birth certificate.
 - Original death certificates of any generation between the requestor and the person(s) named on the sacramental record. For this reason, only the next-of-kin can request the sacramental record. For persons requesting marriage certificates, original death certificates are required for both the bride and groom named on the certificate.
 - In lieu of original birth/death records, notarized copies of these documents are accepted. A notarized copy must be authenticated with the stamp of a notary public.
 - All birth/deaths records, whether original or notarized copies, are returned to the requestor.

- Mail the request form, copy of the ID, payment, and supporting documentation to the following address:

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

If preferred, requestors can come to the Archives office at the address noted above to drop off records and make the payment. Office hours are Monday through Friday 9 a.m. – 4 p.m. For in-person visits, the birth/death records are scanned immediately and the requestor leaves with their original documents. Please call 312.534.4410 prior to an in-person visit to ensure a staff member familiar with the documentation requirements for dual citizenship is in the office. **No sacramental records are issued on a same day basis.**

Other

- All birth/death records are returned to the requestor via the U.S. Postal Service. Requestor's can use trackable mail to send records into the Archives Department. A requestor can also include an additional prepaid trackable mail envelope(s) so documents can be returned to the requestor via trackable mail. Multiple envelopes may be needed if documents are returned to various addresses. Clear instructions must be given regarding the contents to be placed in each envelop. **Please note the use of trackable mail is not a requirement.**
- It is the responsibility of the requestor to know the processing requirements of a country's embassy/ state department. If a sacramental record requires an apostille seal from the Illinois Secretary of State's office, this information must be clearly stated on the request form. In this case, Archives will contact the requestor when the requested record is complete. The requestor is responsible for contracting with a traveling notary to come to the Archives Department to witness the archdiocesan seal being placed on the sacramental record. **The requestor must clearly state if the notary is to take the sacramental record for the apostille seal, or if the record should be returned to the requestor and the requestor will obtain the apostille seal. If the notary is retained to secure the apostille seal, be sure to include a mailing envelop for the notary to return the document to the requestor.**
- Sacramental records must be issued exactly as the information is presented in the sacramental register. **Archives does not change name spelling or add information to sacramental records to meet the needs of the state department/embassy.**
- The processing time for sacramental record requests related to dual citizenship can be up to six weeks long.
- Fees paid to the archdiocese are not refundable. If a record cannot be found, the requestor receives a letter stating record not found.

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 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
