

OBTAINING A BAPTISM RECORD

A current baptism certificate (dated no more than six months old) is required for all students making First Reconciliation, First Eucharist and Confirmation. We must have these certificates at time of **registration**. Please note that the processing time varies between churches and can sometimes take up to six weeks to receive the certificate.

If your child was baptized through the military services, you must write to the following address. Because of the volume of requests they receive, they will not accept faxed requests.

**Archdiocese of the Military Services of the USA
P. O. Box 4469
Washington, DC 20017-0469**

You may also visit the Archdiocese website and request a certificate. When you're in the site (address follows) click on the tab "*Offices*", scroll down to *Sacramental Records* and follow the instructions.

www.milarch.org

If your child was baptized at a regular parish church, you may call, fax or write the Church of Baptism and request a current baptism record. If you need assistance with phone numbers or addresses, contact the parish office (426-2180). We have a directory of Catholic churches all over the United States.

The new baptism record may be mailed or faxed to you. It may be mailed or faxed to St. John the Apostle. We recommend that you include a self addressed stamped envelope with your request.

Our address, phone AND FAX numbers

**St. John the Apostle Catholic Church
1968 Sandbridge Road
Virginia Beach VA 23456**

Phone: 757-426-2180 Fax: 757-426-6857

If your child was baptized at St. John the Apostle, please send us a copy of baptism record or a note indicating same so that we may verify that the baptism was properly recorded in our permanent records.

Please note that when you request a record, the Church of Baptism will be looking for names as of the date of baptism. If the child's name or a parent's name has changed since baptism, the Church of Baptism has no way of knowing this. Be sure you supply the names as of date of baptism. Furthermore, if the child's name has changed for any reason since baptism, St. Johns will require legal documentation of the name change; for example, copy of final order of adoption and/or name change. Such documentation will be needed for us to properly notify Church of Baptism of subsequent sacraments.

A sample request for a baptism certificate is on the other side of this information sheet.

Thank you.



Mr. John Domingo, Director of Religious Education

Parents' Name and Address

Date: _____

Church of Baptism
Address

Or

Archdiocese of the Military Services of the United States
P. O. Box 4469
Washington DC 20017-0469

To Whom It May Concern:

Kindly send me a current baptism record for the child named herein. A self addressed stamped envelope is enclosed for your convenience.

Child's Full Name: _____

Child's Date of Birth: _____

Mother's Maiden Name: _____

Father's Full Name: _____

Date of Baptism: (if known) _____

(If military baptism, complete the following also. You may or may not have record number on old certificate. Supply it if you have it.)

Place of Baptism: (Military Base) _____

Record Number: _____

Yours truly,

Name

Enclosure