



Sacramental Records Protocols
2021



SACRAMENTAL RECORDS HANDBOOK

Diocese of Jackson, Mississippi

January 15, 2021

First Edition

SACRAMENTAL RECORDS PROCEDURES FOR THE CREATION OF SACRAMENTAL REGISTERS AND THEIR ANNOTATION

Registers in General

Required Registers. Each parish shall keep the following sacramental registers: Baptismal, Confirmation, Marriage and Death. (C. 535/1, 895) A First Communion register is optional, as is a Profession of Faith register (although the Baptismal register maybe used for this purpose). Each sacramental register shall include the name of the parish, the dates and shall be indexed. Although computer storage may supplement the registers for reference or statistical purposes, it is not an acceptable replacement for the books themselves.

Permanent Bindings, Paper, Ink. Since the registers are meant for permanent preservation, the bindings and paper shall be of a quality that is considered permanent, durable and acid-free (i.e., non-yellowing). The ink that is used shall also be of a permanent quality. Use only **black** ink. The best types of inks are those made for artwork or India inks (usually found in cartridges). A black ballpoint pen is acceptable. Felt-tip pens, gel ink pens and pencils are not acceptable.

Accuracy and Legibility. Since the registers are kept for future reference as legal proof (canonical and civil) of church events, age and/or nationality status, it is necessary that the entries be made promptly, accurately and legibly. For this reason entries, except for signatures, shall be printed rather than written out longhand. An inaccurate or illegible record is a great future disservice to the persons involved and to their families.

Corrections, Additions, Deletions. One of the tests for the validity of a record as legal proof is whether it has been officially kept and whether there have been any alterations. For this reason, the proper way to correct a factual error (i.e., a name or date) is draw a single line through the error and add a notation. Do not erase or cross out what someone claims is incorrect. The notation must be based on some written proof of error (this proof should be identified in the notation). The notation should be dated and initialed by the person making the correction. In case of a technical or incidental error (i.e., spelling, date out of sequence, etc.), which is obvious to the “person in charge”, once it is pointed out, a change in the original entry may be made without the need for the notation or proof. (C. 876) In cases of doubt, the Diocesan Archivist shall be consulted.

Baptismal Registers

In General. The baptismal register shall record the following information for each baptism: the name, date and place of birth of the baptized; the name of the minister of the sacrament; the names of the parents (including mother's maiden name), sponsor(s), godparent(s) and witness(es); and the date and place (if outside the parish) of the conferred baptism. (C. 877)

Routine Notations. The baptismal register serves as the "master record" for a person's membership in the Church. (C. 535/2) Notations concerning other sacraments received later in life are to be entered there: Confirmation, Marriage(s) (including convalidations), reception of Holy Orders, perpetual profession in religious institute, and change of rite. Notations of annulment (and prohibitions on future marriages), laicization and dispensation from vows shall also be entered when requested officially by the appropriate authorities.

RCIA. Outside of emergency situations, adults and children over seven years of age are required by canon law to participate in a process of formation governed by the "Rite of Christian Initiation of Adults." This culminates in the celebration of all three sacraments of initiation—baptism, confirmation and first reception of the Eucharist—in the same ceremony. Information concerning those who receive the sacraments of initiation shall be recorded in the baptismal and confirmation registers as set forth in this section entitled Baptismal Registers. (In General and Routine Notations above and Professions of Faith and Confirmation Registers below.)

Catechumens. A catechumen is a person who is not yet baptized at all and who has celebrated the "Rite of Acceptance into the Order of Catechumens" as part of the RCIA. The name of a catechumen, along with the names of the sponsor, officiating minister, and date and place of this celebration, shall be entered into a special parish register of catechumens (see RCIA, no. 46). Note that already-baptized candidates for full communion and confirmation technically are not catechumens and that these persons' names are not placed in the catechumenal register.

Elect. An "elect" person is a catechumen who has subsequently celebrated the "Rite of Election or Enrollment of names" as part of the RCIA, and so has been chosen by the Church to receive the sacraments of initiation. The name of an elect catechumen, along with the names of the sponsor, officiating minister, and date and place of this celebration, shall be entered into a special parish "book of the elect" (see RCIA, no. 119). Note that already-baptized candidates for full communion and confirmation technically are not catechumens and do not become members of the elect, and that these persons' names are not placed in the "book of the elect."

Professions of Faith. The name of persons who first were baptized in another Christian religion and who enter into full communion with the Catholic Church by means of a formal profession of faith shall be recorded. This is done in the parish baptismal register, or in the parish register of professions of faith if there is one (see RCIA, no. 486). The date and place of the person's profession of faith are indicated, as well as the date—if known, even if only approximate—of the non-Catholic baptism, as well as all of the other information as required in a typical baptismal entry. Note that since 1983, confirmation is ordinarily administered at the time of this profession of faith, so that the proper entry must also be made in the parish confirmation register. The “sponsor” for a person joining the Church typically serves also as the sponsor for confirmation.

Illegitimacy. If a child is born of an unmarried mother, the name of the mother is to be inserted in the baptismal register if there is public proof of her maternity (i.e., a civil birth record) or if she declares this either in writing before two witnesses. Likewise, the name of the father shall be inserted in the register if his paternity has been proven either by some public document or by his own declaration before the pastor and two witnesses. If these conditions are not met, the child is to be recorded as being of "Unknown Mother" or "Unknown Father," in Latin "mater ignota" or "pater ignotus". (C. 877/2) It is **not** permitted to make an annotation that says "Illegitimate."

Adoption. (C. 877/3) Baptism shall be postponed until after the child has been placed with the adopting parent(s), except in extraordinary circumstances such as a serious threat of imminent death. This is with the understanding that the postponement will be for a relatively short time only.

- I. For children baptized after their adoption is finalized, the following information shall be entered in the register:
 - a. the Christian name(s) of the child as designated by the adoptive parent(s);
 - b. the name(s) of the adoptive parent(s);
 - c. the date and place of birth;
 - d. the names of the sponsors selected by the adoptive parent(s);
 - e. the place and date of the baptism;
 - f. the name of the minister performing the baptism; and
 - g. the fact of adoption but not the names of the natural parents.

Baptismal certificates issued by the parish for adopted children will be no different from other baptismal certificates. **No mention of the fact of adoption shall be made on the baptismal certificate.**

- II. For children baptized before their adoption is finalized, the following notations shall be added to the baptismal register, but only after the adoption has been finalized and with due regard for the civil law of the jurisdiction:
- a. parentheses shall be placed around the names of the natural parents;
 - b. the name(s) of the adoptive parent(s) shall then be added;
 - c. the child's former surname shall also be parenthesized and the new surname added;
 - d. a notation shall be made that the child was legally adopted.

Baptismal certificates issued by the parish for these individuals shall give only the name(s) of the adoptive parent(s), the child's new legal surname, the date and place of baptism, and the name of the minister who conferred the sacrament. **The name(s) of the sponsor(s) shall not be given, and no mention of the fact of adoption shall be made on the baptismal certificate.**

For future ease in reference, and to afford what may often be the only possibility of reference after the adoption has been finalized, a baptismal entry for the adopted child can be made in the baptismal register of the adoptive parents' parish, citing the date and location of the original baptismal record, and listing only the name of the adoptive parents, and the date and place of birth.

Parish personnel having access to parish registers have an obligation not to disclose to any person any information, which would identify or reveal, directly or indirectly, the fact that a person was adopted.

Supporting Documents. Certain notations in the baptismal register are accompanied by legal documents that serve as evidence and should also be preserved. Examples include adoption documents proving paternity; affidavits concerning previously omitted baptisms; and notarized court and governmental documents concerning name and/or date changes. These items shall never be glued, stapled or paper clipped into the actual register. After the appropriate notations are made, these items shall be kept in a separate file corresponding to each register and page number. The file shall be referred to in the notation. The file shall be kept permanently.

Confirmation Registers

The names of the confirmed, the parents, the sponsors, the minister; the place and date of the conferral of confirmation; and the place and date of baptism are to be noted in the confirmation register of the parish. A notice must also be sent to the church of baptism indicating the name of the recipient; date and place of confirmation; and the name of conferring bishop or priest so that a notation may be made in the baptismal register. (C. 895)

Marriage Registers

In General. All marriages (including marriages convalidated in the external forum) are to be entered in the marriage register. The following items are to be noted: the names of the spouses, the person who assisted and the witnesses, the place and date of the marriage celebration, and any pertinent notation (i.e., date and place of baptism). (C.1121) It is also necessary to retain the pre-nuptial file permanently in the parish archives.

Notations. The following notations are to be entered in the marriage record: permission or dispensation received from impediments; the delegation given to assist at marriage; a decree of dissolution or nullity; and any restrictions on future marriages. Whenever a rescript is involved, the name of the diocese, congregation, or tribunal, etc., which issues the rescript shall be noted, together with the date and the protocol number if one is provided. The pastor of the parish in which the marriage has taken place must forward this information as soon as possible to the pastor of the parish where each party was baptized (C.1122) or to the Archdiocese for the Military Services, if required.

Death Registers

A bound register shall be used to record deaths and burials. Burial permit books do not satisfy the conditions of a permanent register. The registers shall be chronologically arranged by date of parishioner death. It shall include the date of anointing, name of anointing priest and place of burial. Additional information may include name of funeral home, next of kin and cause of death (if known).

First Communion Registers

Where these registers are kept, they shall include the names of the first communicant and parents as found on the baptismal certificate; the place and date of baptism; and the date of reception of the sacrament.

Sacramental Certificates (C.535/3)

As an authenticated (i.e., signed and sealed) transcript of the original record, every certificate shall be accurate, legible (preferably typewritten) and complete (including all notations except in cases of adoption as indicated above in Baptismal Registers: Adoption. The absence of information to fit an item on the printed form shall be indicated by a line or the words "none" or "not given," rather than by leaving the space blank. It is also possible to issue a signed and sealed certificate without adding the notations. Certificates of this kind must be clearly marked with the words "FOR NON-SACRAMENTAL PURPOSES" since they are not sufficient to certify the canonical status of an individual.

PROCEDURES FOR THE PRESERVATION OF SACRAMENTAL RECORDS

In a Safe Place

Sacramental registers are to be kept in a secure place (i.e., the parish safe) as well as stored and handled in an environment that ensures their preservation. (C.535, P's. 4 & 5) Ideally this means a constant cool temperature with a relative humidity of 40 to 50% and no prolonged exposure to sunlight or artificial light. While most parish offices cannot fulfill such precise requirements, steps can always be taken to avoid high temperatures, dampness and direct sunlight.

Restoration

Registers that have been worn out by use and age can be rebound and restored, provided this work is done according to archival requirements. Rebinding that destroys any data or renders any part of the records unusable is not acceptable. For these reasons, the Diocesan Chancellor shall be consulted before any rebinding or restoration work is undertaken.

Copies

Sacramental registers can be protected from loss due to fire, age or heavy use by making duplicate copies in any one of several ways: transcripts, microfilm and computer. Under no circumstances, however, shall the original register be discarded. For the purpose of providing security duplicate copies, the Diocese has undertaken a diocesan-wide microfilming/digitization project of sacramental records, which includes the periodic updating (every 10 years). This project and any other steps taken on the parish level shall be regarded as a means of preservation, not free access or publication. The same restrictions of access apply to copies as to original records.

Transfer to Diocesan Archives/Closed Parishes

The ordinary repository for sacramental registers is the parish that created them. All sacramental registers that are 75 years or older may be transferred to the Diocesan Archives for preservation. In the event that a parish or institution does not have the facilities or the means to preserve an older book or to handle the volume of research requests, the Diocesan Chancellor shall be contacted for transfer of the registers to the Diocesan Archives.

PROCEDURES FOR ACCESS TO SACRAMENTAL RECORDS

Preamble

Sacramental records are of a mixed nature: private and public. They are private in that they were created in circumstances presumed to be private and confidential. They are public in that they will stand in civil law as valid and authentic evidence when an appropriate civil record does not exist. They are not "public" in the sense that they are open to immediate examination and inspection by anyone for whatever reason.

Every person has the right to be furnished with an authenticated certificate of his/her own sacramental records. However, these records are not only of value to the persons named in the registers. Research (whether historical, genealogical, sociological, demographic, etc.) is also a valid reason for permitting access to these records, provided that the rules of access protect the legitimate right of privacy of the persons named in the registers. It is the responsibility of the Diocese, acting in and through the pastors of the various parishes, to supervise how these records are used, by whom and for what purposes.

The passage of time has a critical effect on the sensitivity of all records. As current events become historical events, the need for withholding them from use is reduced and, in some cases, may eventually disappear entirely. For this reason, older records may be made more broadly available to researchers, whereas recent records shall be more restricted from use. **At present a record is considered for unrestricted use when it is 100 years or older.** The norms governing access to sacramental records (whether originals or copies) are as follows:

Sacramental Records That Are 100 Years or Older.

All researchers seeking records that are 100 years or older should be referred to the diocesan archives. If the parish has a trained person in research and genealogy, then the parish may address these requests. Certificates and Microfilms copies of the original may be requested from the diocese, in which there is a nominal fee for this service.

Sacramental Records That Are Not 100 Years or Older.

These records are not open to examination except by authorized & trained parish personnel and legitimate church authority.

If a person is seeking her/his own record or has a legitimate reason to request family records [i.e. a parent of a minor child (under 18 yrs. of age) or a child seeking records of an infirm or incapacitated parent (legal proof of guardianship or executor status required)], the pastor or authorized parish personnel shall examine the registers and issue the required information either directly or by mail.

If the person is not known to parish personnel, a signed request with proof of identification (picture ID) is required. If the request is in writing it must be signed and include the name of parents, date of birth and other pertinent information so that there is no doubt that the person requesting the information is entitled to receive it.

If because of the age and value of the parish records, the demands of researchers or if the proper care of the records becomes burdensome, the pastor should contact the Diocesan Chancellor for a possible transfer of the registers to the Diocesan Archives where they can be more safely preserved and more easily administered.

All Sacramental Records

Parishes should not charge any fees for providing information from sacramental registers.

However, a minimum handling fee may be charged for issuing a certificate to private persons. (If hardship is claimed, fees should always be waived.)

Requests made by government or corporate agencies (i.e., Social Security Administration, Immigration, insurance companies, etc.) should be accompanied by a signed release by the person whose record is requested (or a legally qualified guardian) authorizing the release of the information.

APPENDICES

OWNERSHIP AND RESPONSIBILITY

1. **Copyright.** Ownership of copyrights for all sacramental records of parishes under the jurisdiction of the Bishop of Jackson rests with the Diocese.
2. **Responsibility.** The creation, preservation and use of sacramental records are the responsibility of the person in charge, whether pastor, LEM, chaplain or administrator. (C. 535/1)
3. **Chapels.** A pastor who also has charge of a subordinate chapel (“mission”) is obliged to maintain records for services rendered there in the parish registers.
4. **Institutions.** Persons assigned as chaplains or parish priests with sacramental responsibilities for Catholic or non-Catholic hospitals/institutions which maintain no distinctly Catholic sacramental registers shall see to it that the reception of the sacraments of baptism and marriage be recorded in the sacramental registers of the territorial parish in which the hospital/institution is located. These sacraments shall not be recorded in the parish to which the priest is assigned if it is not the territorial parish.

Appendix A

EXAMPLES OF BAPTISMAL REGISTER ENTRIES

Standard Entries

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Birmingham	
KENT, William Joseph	Temple, KS 13 June 1938	4 July 1987	Jonathan Kent Martha Clark	Mary Lane James Olsen	Rev. Charles Knight	

Conditional Baptism

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Birmingham	Baptized conditionally

Unmarried Parents - No father noted

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	_____ Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	

Unmarried Parents - Father attested and noted

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	

Christian Witness

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell (Christian Witness)	Rev. Timothy Bermingham	

Proxy Godparent

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell (Mary Raffin as proxy)	Rev. Timothy Bermingham	

Bringing Baptized Child into the Church

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Rites furnished for child baptized 19 May 1978 by mother at home, Wilmer, GA, per mother's testimony, 12 June 1978

Baptism of an Unbaptized Adult

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
BROCKMAN, Kent	Phoenix, AZ 12 Aug 1963	16 Oct 1991	Charles Brockman Sarah Fickle	Stephanie Bells Montgomery Burns	Rev. Timothy Bermingham	Baptized, confirmed, and received First Communion 16 Oct 1991

Reception into Full Communion

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	Profession of Faith, 18 Nov 2009	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Received into Full Communion, 18 Nov 2009; baptized 29 May 1987, First Presbyterian Church, Dallas, TX; Married Janice Nimkovich, 14 June 2007, First Baptist Church, San Antonio, TX

Ascription to Eastern Catholic Church

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Ascribed as Maronite

Testimony of Witness Verifying Reception of Sacrament

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Confirmed 16 Oct 1999 at St. Mary CC, Houston, TX, attested to by mother and sister

Notation of Confirmation and Marriage

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Confirmed 12 June 1999, St. Benedict CC, Savannah, GA. Married Shannon Kelly 21 May 2007, St. Stanislaus CC, Rincon, GA.

Notation of Ordination to Priesthood

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Confirmed 12 June 1999, St. Benedict CC, Savannah, GA. Ordained transitional deacon 21 May 2007, St. Stanislaus CC, Rincon, GA. Ordained priest 29 May 2008, Holy Trinity Cathedral, Savannah, GA.

Notation of Ordination to Permanent Diaconate

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Confirmed 12 June 1999, St. Benedict CC, Savannah, GA. Married Janice Kennedy 14 June 2007, Christ the King CC, Savannah, GA. Ordained permanent deacon 21 May 2007, Holy Trinity Cathedral, Savannah, GA.

Notation of Perpetual Vows

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Birmingham	Confirmed 12 June 1999, St. Benedict CC, Savannah, GA. Perpetual vows, 21 May 2007, Order of St. Benedict, St. Vincent Archabbey, Latrobe, PA
BARTON, Sarah	Aiken, AR 3 Feb 1988	18 March 1988	John Barton Mary Smythe	Jerome Link Cheryl McGuinness	Rev. John Thomas	Confirmed 13 Dec 2000, St. Michael CC, Erie, PA Perpetual vows, 17 Nov 2008, Dominican Sisters of St. Cecilia, Nashville, TN.

Notation of Place of Marriage and Site of Record if Different

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Married Janice Kennedy 14 June 2007 at Perkins Chapel, Smallville University, KS; records at Christ the King CC, Savannah, GA.

Notation of Declaration of Nullity (Annulment)

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Married Janice Kennedy 14 June 2007, Christ the King CC, Savannah, GA. Decl. of Nullity, Savannah protocol no. 336-24-05, 3 March 2005.

Notation of Marriage after Annulment

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Birmingham	Married Janice Kennedy 14 June 2007, Christ the King CC, Savannah, GA. Decl. of Nullity, Savannah protocol no. 336-24-05. Married Anne Jones, 1 Jan 2009, St. Pius CC, Dallas, TX.

Minor Change - Name Correction

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Marge Bouvier Elizabeth	Linda Bouvier Herbert Powell	Rev. Timothy Birmingham	

Major Change - Termination of Original Entry - Adoption

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
(SIMPSON), Michael James RUTAN	Springfield, IL 19 April 1987	29 May 1987	(Mark Simpson) (Elizabeth Bouvier)	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Adopted and name changed, 23 Mar 1992. Springfield Co., IL, case # 328-S-52
Do not issue certificate from this record - see Rutan, page 31 TL						

Major Change - Replacement of Original Entry - Adoption

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
RUTAN, Michael James	Springfield, IL 19 April 1987	29 May 1987	Burt Rutan Tanya Smith		Rev. Timothy Bermingham	Original record at (SIMPSON) RUTAN, page 20

Additional Space Required for Notations

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Confirmed 12 June 1999, St. Benedict CC, Savannah, GA. Ordained transitional deacon 21 May 2007, St. Stanislaus CC, Rincon, GA. (see pg. 31)

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Continued from page 20					Ordained priest 29 May 2008, Holy Trinity Cathedral, Savannah, GA

Creating a Missing Record

Name of Baptized	Place & Date of Birth	Date of Baptism	Father name/ Mother's maiden name	Sponsors	Officiating Clergy	Notations
SIMPSON, Michael James	Springfield, IL 19 April 1987	29 May 1987	Mark Simpson Elizabeth Bouvier	Linda Bouvier Herbert Powell	Rev. Timothy Bermingham	Creation of a missing baptismal record based on the testimony of Linda Bouvier, 4 April 2010.

Appendix B

SACRAMENTAL RECORDS INVENTORY FORM

<<< TO BE RETURNED TO DIOCESAN ARCHIVES >>>

Use one form for each bound volume

Parish (or mission, chapel, etc): _____

Current custodian for register: _____

Phone: _____ Email: _____

Book number and/or title: _____

Type of book (circle one): _____

Baptism / First Communion / Confirmation / Marriage / Death / Combination

No. of pages _____ No. of pages used: _____ Inclusive dates: _____

Book dimensions: _____ in. X _____ in. X _____ in.

Index in (circle one): *front / back / none / separate from register*

Color of binding: _____

Book publisher: _____

Additional description: _____

Condition issues (e.g. loose pages, use of adhesive tape (aka, Scotch tape), torn pages, faded ink, etc): _____

Current location of book: _____

Does your parish maintain a separate index to this book? (circle one): *Yes / No*

If yes, where is the separate index kept and in what format (e.g., printed index, Excel spreadsheet, etc.) _____

Has this book been microfilmed or digitally scanned? (circle one): *Yes / No*

If yes, when was the film or scan made, and where is it kept? _____

Name of person completing this form: _____ Date: _____

Phone: _____ Email: _____

Appendix C

AFFIDAVIT FOR WITNESS TO BAPTISM OF CHILD

I, _____, attest
that _____ was baptized into
the Roman Catholic Church on the _____ day of _____ in the year _____ at the
Church of _____
in (city and state) _____. The minister of
baptism was _____.

I know this because I am:

- _____ a parent
- _____ a godparent
- _____ a person present at the ceremony
- _____ a minister of baptism

Signature and date: _____

Witness and date: _____

Appendix D

AFFIDAVIT FOR PERSON BAPTIZED AS AN ADULT

I, _____, was baptized
into the Roman Catholic Church on the _____ day of _____ in the year _____ at the
Church of _____
in (city and state) _____. The minister of
baptism was _____.

Signature and date: _____

Witness and date: _____