

# ST. JOHN'S PARISH

## SACRAMENTAL CERTIFICATE REQUEST FORM

### Directions for completion:

- Please complete all parts and please use block capitals
- Please provide us with as much information as possible
- Please attach copies of identification documents, where appropriate. Please see the attached schedule for further information.

### Part 1 – Details of Sacrament & Contact Details

Please tick the relevant box to indicate which certificate you require:

Baptismal  Confirmation   
Wedding

Name of Person who received the sacrament: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Sacrament: \_\_\_\_\_  
(of person who received the sacrament)

Parents/Guardians names: (1) \_\_\_\_\_

(where appropriate) (2) \_\_\_\_\_

Godparents' names: (1) \_\_\_\_\_

(where appropriate) (2) \_\_\_\_\_

Address: [\(The certificate will be sent to this address unless you collect the certificate or request the certificate to be sent to another address.\)](#)

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

### If you are making the request on behalf of someone else:

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_ Your Email Address: \_\_\_\_\_

### Part 2 – Reason for Request

#### Please tick one

School enrolment  First Communion   
Confirmation  Marriage

Other (Please specify): \_\_\_\_\_

### Part 3 – Identification

Please tick the relevant box, as appropriate.

- I am making the request for my own sacramental certificate and I am an adult aged 18 or over
- I am making the request as a parent on behalf of a child under 18
- I am making the request as a guardian of a child under 18
- I am making the request as a Power of Attorney for an individual aged 18 or over
- Please tick the box to confirm that you have attached copies of relevant identification documents, as outlined in the Schedule.

**If you are personally known to a member of clergy or parish staff please ask the parish priest in the parish that is issuing the certificate to complete the Declaration in Section 5 below. You may still need some identifying documents – see attached Schedule.**

### Part 4 - Sign and date

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form by post to: St. John's Presbytery, New Street, Waterford or by email to: [stjohnsparish.waterford@gmail.com](mailto:stjohnsparish.waterford@gmail.com)

### Part 5 – Declaration as to identity<sup>1</sup>

I hereby certify that, \_\_\_\_\_, [insert name of person requesting the document in block capitals] is personally known to me or is introduced to me by \_\_\_\_\_, [insert name of person making the introduction in block capitals] who is personally known to me.

Signature of Parish Priest: \_\_\_\_\_ Date \_\_\_\_\_

### Privacy Notice

The parish of St. John's, Parnell Street, Waterford is the data controller for the data you provide on this form and can be contacted at: [stjohnsparish.waterford@gmail.com](mailto:stjohnsparish.waterford@gmail.com). By signing this form, you consent to the parish of St. John's collecting and processing the data on the form for the purposes of providing you with a sacramental certificate. The data contained in this form is stored for 6 years from the date of the sacramental certificate request.

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<sup>1</sup> To be completed by Parish Priest, if applicable.

## Schedule

### Information regarding identification documents

No.	Relationship with the person whose sacramental certificate you are requesting	ID required
1	Requesting the certificate on your own behalf and you are an adult aged 18 years or over <sup>2</sup>	Please provide the following: (i) The completed declaration at part 5 of the sacramental request form; <b>OR</b> (ii) A copy of current passport <b>OR</b> current drivers' licence; <b>AND</b> utility bill dated within the last 6 months
2	Requesting the certificate as a parent on behalf of a child aged under 18 years	Please provide the following in respect of the parent: (i) The completed declaration at part 5 of the sacramental request form; <b>OR</b> (ii) Copy of current passport; <b>OR</b> current drivers' licence; <b>AND</b> utility bill dated within the last 6 months. <b>AND</b> Please provide the following in respect of the child: (i) Copy of the child's birth certificate
3	Requesting the certificate as a legal guardian on behalf of a child aged under 18 years	The documents listed at number 2 above <b>AND</b> a copy of the document evidencing appointment as legal guardian.
4	Requesting the certificate as a power of attorney appointed in respect of an adult aged 18 years or over	Please provide a copy of the following for both adults: (i) The completed declaration at part 5 of the sacramental request form in respect of both adults; <b>OR</b> (ii) A copy of current passport; <b>OR</b> current drivers' licence; <b>AND</b> utility bill dated within the last 6 months; <b>AND</b> copy document appointing power of attorney.

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<sup>2</sup> A person may only be given their own sacramental certificate, except as outlined.

**For office use only**

- Has the Sacramental Certificate Request Form been completed in full?
  
- Has proof of identification & address been provided?
  
- If no proof of identification/address has been provided, has the declaration re identity been completed?
  
- Has the requester signed the form?
  
- Date request was received: \_\_\_\_\_
  
- Request entered in Sacramental Certificate Request Register
  
- Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Date request completed: \_\_\_\_\_
  
- Details of any follow – up required: \_\_\_\_\_